



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION

Reference no: KLM 01/2026/2027

JOB TITLE: DIRECTOR

DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES

REPORTS TO: MUNICIPAL MANAGER

Salary – Total remuneration package R1 116 064 – R1 227 126 per annum

Terms of Appointment: Permanent

Requirements:

Good knowledge and understanding of relevant policies and legislation, good understanding of institutional governance systems and performance management. Understanding of Council operation and delegation of powers and functions such as public safety, parks and recreation management, cemetery management, health service management and library services. To have extensive knowledge of the public office environment. Budget and finance management. To have extensive knowledge of the public office environment. Budget and finance management. To be an innovative and strategic leader. Good facilitation and communication skills in at least two / three official languages. Must be able to formulate engineering master planning, project management and implementation.

Qualifications and Experience:

Bachelor of Science degree in Engineering / BTech: Engineering as recognized by SAQA, or equivalent relevant qualifications. Minimum of 5 years' experience in a middle management role within the public sector environment, preferably within local government. A Certificate in Municipal Financial Management Programme (MFMP) is a Compliance with the requirements contained in the Minimum Competency Levels Regulations, Notice No. 493, Government Gazette No. 29967 of 15 June 2007 or the ability to complete it within 18 months, as contained in Notice 91 of 03 February 2017 and promulgated in Government Gazette No, 40593. Failure to comply with this, will result in automatic termination of service within 1 month after expiration of this period. Proven successful institutional transformation with public or private sector. Registration with a recognized relevant engineering professional body will be an added advantage.

Key Performance Areas (KPA's)

Planning and prioritizing the Community Services Department in accordance with the relevant Municipal legislation;

- Management of effective provision of refuse removal and maintenance of municipal parks services, as determined by applicable legislation;
- Take overall responsibility in leading and directing Traffic and Disaster management, recreational facilities, grave yards and Library services for the municipality;
- Ensuring that key strategic objectives are achieved and those effective's services are rendered;
- Overall management of subordinates for maintenance and cleaning of open areas and streets;
- Provide strategic leadership in the Department;
- Lead, direct and manage staff within the department so that they are able to meet their objectives.

IMPORTANT NOTES;

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act of 2000 as amended or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 6 months) and proof of Competency level, where applicable is required.
- Applications received after the closing date indicated below will not be accepted.

Conditions

1. All shortlisted applicants will be subjected to security vetting, which includes verification of qualifications, reference checks, possible criminal records, financial misconduct, nationality etc.
2. The candidates will be required to disclose all financial interests.
3. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on appointment and conditions of employment of Senior Managers

Applications can be posted to The Municipal Manager
Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.

Or Emailed To:

recruitment@kgatelopele.gov.za

Enquiries may be directed to Senior Human Resource Officer: Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 25 SEPTEMBER AT 12:00PM



APPLICATION FORM FOR EMPLOYMENT: SENIOR MANAGERS

TERMS AND CONDITIONS

1. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the attached C.V.
2. Candidates shortlisted for interviews may be requested to furnish additional information.
3. All information received will be treated with strictly confidentiality and will not be used for any other Purpose.
4. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the *Local Government: Municipal Systems Act, 2000* (Act No.32 of 2000)

A. DETAILS OF ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference Number	
Name of Municipality	
Notice service period	

B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African citizen?			Yes	No
If no, what is your Nationality?				
Work Permit Number (if any):				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If, yes provide information below				No



Political Party	Position:	Expiry date:	
Do you hold a professional membership with any professional body? If yes, provide information below			No
Professional Body:	Membership Number:	Expiry date:	

C. CONTACT DETAILS			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. QUALIFICATIONS (Additional information may be provided on your CV)						
Name of School/ Technical College	Highest Qualification Obtained		Year Obtained			
Name of Institution	Name of Qualification		NQF Level	Year Obtained		
E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality						



F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or after 5 July 2011?	Yes	No
If yes, Name of Municipality/Institution		
Type of a Misconduct/Transgression		
Date of Resignation/Disciplinary case finalised		
Award/sanction		
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No
G. CRIMINAL RECORD		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date criminal case finalised		
Outcome/Judgment		

H. REFERENCE				
Name of Referee	Relationship	Tel (Office hours)	Cellphone Number	Email
I. DECLARATION				
<i>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed</i>				
Signature:			Date:	