

# Ubuntu Municipality



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ubuntu • ithemba • izithethe  
humanity • hope • heritage*

## DIRECTOR: CORPORATE AND COMMUNITY SERVICES

(5-YEAR FIXED TERM CONTRACT)

### Total Remuneration Package:

Minimum: R726,954 p.a. Midpoint: R816,803 p.a. Maximum: R906,651 p.a.

NB:

1. Applications must be submitted on the **ANNEXURE C APPLICATION FORM FOR SENIOR MANAGERS** obtainable from [www.ubuntu.gov.za](http://www.ubuntu.gov.za)
2. Shortlisted applicants will be required to have their qualifications verified and undertake a competency assessment in line with Regulation 16 of Government Gazette No. 37245
3. The successful candidate will be based in the Ubuntu Municipality and sign an Employment Contract, Performance Agreement, disclose financial interest and be subject to security vetting.

### REQUIREMENTS:

Amongst the requirements of being an innovative, self-driven and articulate individual with competency to create a sustainable legacy of institutional administration and governance excellence in the Ubuntu Municipality, the following are also expected from a successful candidate:

- A minimum qualification of a recognised B. Degree in Public Administration or an equivalent qualification of at least NQF Level 6;
- A Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965);
- A minimum of five (5) years of experience at middle management level preferably in Local Government;
- Applicants must possess core managerial and occupational competencies contained in Regulation 26 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006;
- Applicants must meet the minimum competency levels as per National Treasury Regulation R493 in the Government Gazette No. 29967 dated 15 June 2007;
- Personal attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services;
- Transformational and developmentally driven managerial experience based on thorough knowledge of complex local government statutory framework and functional challenges to ensure good corporate governance that will maximize a climate conducive to promotion of improved socio economic development;
- Good knowledge and understanding of:
  - relevant policy and legislation;

- institutional governance systems and performance management;
  - corporate support services, including human capital management, legal services, facilities management, records management, information communication technology and Council support;
  - supply chain management regulations and the Preferential Procurement Policy Framework Act No. 5 of 2000;
  - good governance;
  - Labour Relations Act and other labour-related prescripts, Bargaining Council processes and applicable collective agreements;
  - Co-ordination and oversight of all specialized support functions.
- Proven track record of outcome oriented leadership style;
  - Proven ability to negotiate and communicate at all spheres and levels of Government and
  - A labour legislation background will be an added advantage.

#### **KEY PERFORMANCE AREAS:**

- Responsive to the governance and administration needs of the institution;
- Lead and direct the functions related to corporate support services in accordance with applicable legislation, regulations, directives and collective agreements;
- Manage and facilitate development and reviews of policies and by-laws;
- Manage the Department's budget planning, implementation and budget review to support priorities and deliveries in the context of the IDP;
- Provide visionary and innovative leadership to a diverse workforce to ensure optimal utilisation of the Council's resources in terms of implementing its strategic objectives articulated in the IDP and fulfilment of its legislative mandate;
- Provide advice and support to Council and the Municipal Manager;
- Implement the service delivery budget implementation plan and Council resolutions and
- Ensure that the Municipality is provided with effective support administration is aligned with political priorities and programmes of Council.

#### **ENQUIRIES:**

Enquiries must be directed to Ms Nonceba Mkontwana on 053 621 0026 and/or [mmkotwana@ubuntu.gov.za](mailto:mmkotwana@ubuntu.gov.za). Interested and appropriately qualified people should address their applications together with a comprehensive curriculum vitae, certified copies of qualifications and names of at least three contactable referees to: **The Municipal Manager, Ubuntu Municipality, Private Bag X329, Victoria West, 7070.**

Alternatively, applications can be hand delivered to the Office of the Municipal Manager at **78 Church Street, Victoria West** or emailed (with all attachments including scanned certified copies) to: [recruitment@ubuntu.gov.za](mailto:recruitment@ubuntu.gov.za)

**NB!** Faxed, incomplete and late applications will not be considered. Canvassing with Councillors and whoever is not permitted and proof thereof will result in disqualification.

#### **CLOSING DATE: 27 JANUARY 2017**

The Municipality reserves the right not to make an appointment. Women and people with disabilities are encouraged to apply.

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**T MAKHOB**  
**MUNICIPAL MANAGER**  
**NOTICE NO.:**