

Enquiries: S. Mvunelo

01 October 2024

ADVERTISEMENT FOR VACANT POST

4 OF 2024/25

Nyandeni Local Municipality invites applications from suitably qualified and competent individuals for appointment to the following post:-

SENIOR MANAGER: CORPORATE SERVICES

(PERMANENT)

REFERENCE NO: 2024-25 /CPS/01

(Total Remuneration Package applicable to Category 2 Municipality to be negotiable as per the latest Gazette on Upper Limits for Senior Managers)

Minimum Requirements:

Bachelor Degree in Public Administration / Management Sciences / Law or an equivalent NQF Level 7 qualification relevant in Corporate Services Department • A minimum of five (5) years' experience at middle management level, preferable in Local government, and have proven successful management experience in administration • A certificate qualification relating to National Treasury Competency Requirements for Senior Officials (e.g. CPMD, MFMP, etc.) will be an added advantage • A minimum of Code EB valid unendorsed Driving License • Computer Literacy.

Knowledge:

- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of corporate support services, including Human

Capital Management, Facilities Management, and Information Communication Technology. • Good knowledge of Supply Chain Management Regulations and PPPFA. • Knowledge of Good Governance, LRA and other labour-related prescripts. Knowledge of coordination and oversight of all specialised support functions.

Core Competencies:

• Strategic direction and leadership • People management • Programme and Project management • Financial management • Change management • Governance leadership

Key Performance Areas:

• Provide strategic leadership in Corporate Services Department which includes Human Capital Management, Administration, and Information and Communication Technology • Directs organisation change and development through the formulation of specific policies and procedures to promote good governance • Plan and develop strategic and short-term plans for the Organisational Development and Performance Management functionality • Directs the implementation of specific Information & Communication Technology procedures, systems and controls to guide implementation, user interface and system applications • Ensure compliance of the municipality with all pieces of legislation applicable to various functions of Corporate Services Department • Ensure that the municipal Performance Management System is fully implemented in the Department • Develop, and manage the budget of the Department in line with MFMA requirements, supply chain requirements and council policies.

NB! Application for Employment Form for Nyandeni Local Municipality (not Z83) is available at www.nyandenilm.gov.za and Nyandeni LM offices at both Libode and Ngqeleni. A detailed CV must accompany the Application for Employment Form, Copies of qualifications, ID copy (**which may not be certified**). Failure to submit documents listed above will result in disqualification.

Applications can be submitted via email to recruitment@nyandenilm.gov.za.

Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality Office at Libode and Reception at Ngqeleni Offices.

Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply in line with the municipality's approved Employment Equity Plan. People with disabilities must disclose the nature of their disability in the space provided in the application form.

The words "**Application for Employment**" should appear on the same side of the envelope but separate from the address in the same envelope to sensitize the Registry Office of the closing date.

NB: In submitting any information or documentation requested above or any other information that may be requested pursuant to this advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website www.nyandenilm.gov.za

Only short-listed and successful candidates will be contacted and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful.

The Council reserves the right not to continue with the filling of these vacancies if the Council feels no suitable candidate found or there are changes in operational requirements.

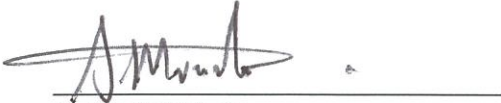
Canvassing of Councilors/Management is not permitted and proof thereof will result in disqualification. **Qualification verification and Criminal record** checks will be conducted to shortlisted candidates.

Applications clearly marked "Application for Employment" should be addressed to:

**The Municipal Manager
Nyandeni Local Municipality
Private Bag X504
LIBODE
5160**

For enquiries, contact Corporate Services Department at (047) 5555028/20 email: mvunelos@nyandenilm.gov.za

CLOSING DATE FOR APPLICATIONS: 25 October 2024 AT 15h00



**S. MVUNELO
MUNICIPAL MANAGER**