



An area of unfound Diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
Website: www.xhariep.co.za Email: martyr@xhariep.gov.za

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng and Mohokare. Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the Municipality seeks to fill the following vacant and strategic position:

DIRECTOR: CORPORATE SERVICES (5 YEAR FIXED TERM CONTRACT) REF: XDMDCS2017/001/01

Remuneration: Offer of remuneration will be determined by competence in line with the guidelines as set out in Notice 613 published in the Government Gazette No.40118 of 4 July 2016. Grade 1 Municipality R700, 116 Minimum Point – R855, 698 Maximum Point which is total cost to employer.

Minimum Qualification and Requirements:

- An appropriate Bachelor's Degree in Public Administration/ Management Science/ Law or equivalent qualifications.
- Five (5) years experience in senior management level.
- A qualification relating to National Treasury Competencies requirements obtained from accredited and recognised body. (CPMD/MFMP)
- Knowledge of local government, excellent communication and negotiations skills levels of government. Good skills in conflict resolutions, problem solving and ability to be decisive.
- Effective Management of Human Resources in order to ensure the transformation of development. Employment Equity advancement and knowledge of Performance Management system are critical. Knowledge of local government legislation is vital. Good interpersonal and communication (written and verbal) skills and ability to manage a wide range of functions are recommended.
- Driver's License.

Key Performance Area

NB. Shortlisted candidates will be subjected to information/ qualification verification process, security vetting clearance. Successful candidates will be required to disclose financial interest and sign contract of employment, performance agreement from the duration of the employment, and undergo a Competency based assessment.

- Assist the Municipal Manager with the overall governance of the municipality.
- Administer Human Resource Management (personnel planning, provisioning, training and development, labour relations, management and organisational development)
- Responsible for developing organisational policies and procedures.

- Develop and manage the directorate's service delivery and budget implementation in line with relevant legislative prescripts.
- Prepare and submit the reports to the Municipal Manager and relevant political structures
- Provide support and advice to other directorates in relation to all Human Resource Management matters.

Provides strategic leadership in corporate support service including:

- Human Resources Administration
- Organisation Development
- Legal Services
- Council secretariat
- Employee Assistance Programme.
- Training and Development
- Information and Communication Technology
- Labour Relations
- Facilities and Properties management and related Auxiliary Services

Application form: The standard application form is available for download on Xhariep District Municipality's website, www.xhariep.fs.gov.za.

The successful candidate: Will be stationed at the administrative offices of the Municipality as situated at Trompsburg; which is 125 km south of Bloemfontein, but will be expected to regularly give support to the Local Municipalities within the district.

NB: Previously disadvantage people are encouraged to apply for the vacant position.

Applications to be addressed to: Interested applicants can forward their applications, accompanied by certified copies of qualifications and ID to: The Municipal Manager: Mr MM Kubeka; Private Bag X136; Trompsburg 9913 NOTE: **No faxed or emailed applications will be accepted.** The Municipality reserves the right to reference check all short listed candidates and to verify their qualifications. The employer reserves the right not to fill this position. Correspondence will be limited to short listed candidates only. Applicants who have not been contacted within 30 Days from closing date should consider their application unsuccessful. All enquiries in this regard should be directed to: Mr Mbulelo Jafta: Manager: Human Resources Management and Labour Relations, **Tel: 051 713 9300**

CLOSING DATE: 23 January 2016

Approved by:

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Mr MM Kubeka
Municipal Manager
Xhariep District Municipality