



CHIEF ALBERT LUTHULI MUNICIPALITY

The transparent, innovative, and developmental municipality that improves the quality of life of its people

EXTERNAL ADVERTS

Chief Albert Luthuli Municipality hereby invites applications from suitable persons for the following positions:

DEPARTMENT: CORPORATE SERVICES DIRECTOR (5-YEAR FIXED TERM CONTRACT)

A successful candidate will be expected to enter into a performance contract and sign a Performance Agreement with the Municipal Manager.

REMUNERATION PACKAGE: WILL BE DETERMINED IN LINE WITH GOVERNMENT GAZETTE NO.43122 OF 20 MARCH 2020 ON DETERMINATION OF UPPER LIMITS OF REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER.

QUALIFICATION AND REQUIREMENTS

- Grade 12 with a Bachelor's Degree in Public Management, Sciences/ Law or equivalent qualification
- A minimum of at least five (5) years' experience at middle management level
- Understanding of the development planning environment and the developmental role of the municipality.
- Understanding of municipal government and administration
- Minimum competency level in terms of Regulation on minimum competency levels
- Good knowledge and understanding of institutional governance systems and performance management.
- Good knowledge of corporate support services including Human Capital management, Legal and secretariat services, ICT and Council Support
- A high degree of aptitude to operational planning, decision-making, human resources planning and motivation
- A strategic thinker who possesses leadership qualities with strong general management skills, with the ability to develop and formulate policy, procedures and systems
- Computer literate
- A valid Driver's licence

KEY PERFORMANCE AREAS

- Manage the entire Corporate Services Directorate and provide advice on Local Government Legislative prescripts.
- Manage and control various line functions within the Corporate Services Directorate, such as Administration, Human Resources, Legal and Secretariat Services and ICT.
- Policy formulation, strategic development, corporate governance promotion.
- Providing strategic support to the municipality in terms of human resources and labour relations.
- Providing administrative support to Council, Councillors and its Committees and Structures.
- Overall management of the Corporate Services Department.
- Formulation and implementation of HR Policies.
- Management of municipal buildings.
- Prepare and submit reports to Council

DEPARTMENT: FINANCE CHIEF FINANCIAL OFFICER (5-YEAR FIXED TERM CONTRACT)

A successful candidate will be expected to enter into a performance contract and sign a Performance Agreement with the Municipal Manager.

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QUALIFICATIONS AND REQUIREMENTS

- B Com Degree or relevant equivalent tertiary qualification
- An honours degree in management will be an added advantage
- Possession of CPMD/ MFMP Certificate will be an added advantage
- Extensive (atleast 5yrs) middle management experience
- Proven ability to communicate and negotiate at all levels and spheres of government.
- Ability to provide strategic and innovative leadership.
- Sound financial management skills.

KEY PERFORMANCE AREAS

- Responsible for overall financial accounting function and supervision of accounting staff of the municipality.
- Compilation of the budget according to MTEF standards.
- Responsible for planning, organizing, directing and controlling of all the activities that take place at the finance department.
- Responsible for providing Council with well researched and investigated advice in terms of compliance with legislation, legal and financial implications.
- Development of finance by-laws.
- Prepares and submit monthly financial reports to Council, Treasury and other relevant government departments.
- Attends to audit queries from Auditor General and ensure that recommendations are implemented.
- Comply with Municipal Systems Act, DORA, MFMA, GAMAP, GRAP and other relevant legislation.
- Compile annual financial statements for the municipality.
- Responsible for the Supply Chain Management.

E-MAILED APPLICATIONS WILL BE CONSIDERED ONLY IF THEY ARE CLEAR

Applications must be submitted on the Chief Albert Luthuli Municipality's application form, which is obtainable in all the Chief Albert Luthuli's municipal offices or Chief Albert Luthuli's website which is www.albertluthuli.gov.za. The application forms should be accompanied by updated and comprehensive CVs as well as recently (**not older than 3 months**) certified copies of all qualifications and Identity document. Complete applications must be forwarded to: The Human Resources Manager, P.O. 24, Carolina, 1185. Email address: Recruitment@albertluthuli.gov.za. Incomplete applications or those received after the closing date will not be considered. Due to the large number of applications anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within 6 months after the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in our municipality

CHIEF ALBERT LUTHULI LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITIES, AFFIRMATIVE ACTION AND EMPLOYMENT EQUITY ACT AND IN THIS VEIN, APPROPRIATE QUALIFYING WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY

EQUIRIES: HR MANAGER
TEL: 017 843 4000/4023

CLOSING DATE: 16 July 2022

Mr ME Thabane (Pr. Tech Eng.)
Municipal Manager


Date