



# NKETOANA LOCAL MUNICIPALITY (F.S. 193)

Municipality hereby invites applications from suitably qualified individuals with vision for appointment to the following positions on performance-based contracts. The appointments will be made in compliance with section 56 of the Local Government: Municipal Systems Amendment Act (07 of 2011).

## DIRECTORATE: CORPORATE SERVICES

### DIRECTOR: CORPORATE SERVICES

(5-year fixed-term contract)

**Salary:** Negotiable.

**Key Requirements:** A recognised B-degree qualification. A certificate in Municipal Financial Management (SAQA qualification ID No. 48965) or potential to earn this qualification. At least 5 years' experience in a senior managerial position within the municipal environment. A good understanding of labour-related legislation. Knowledge of the budgeting process. Computer literacy. Valid driver's licence.

**Key Performance Areas:** Management and leadership. Develop, implement and monitor the Municipality's policies and provide guidance in the areas of responsibility. Develop, coordinate and administer Human Resources Organisational Design, Labour Relations and Management Support Strategy and Processes. Ensuring effective utilisation, training, wellness and maintenance of discipline of staff according to labour relations and legislation. Support the development of high performance quality systems. Provide social development initiatives. Ensure compliance with relevant legislation. Ensure that staff is trained and developed. Ensure preparation of business plans to inform the budget of Corporate Services, Financial Management, etc. Ensure a safe and healthy work environment for all employees, visitors and community members. Effective and efficient management of municipal fleet. Provide a sound advisory service to the Municipal Manager and Councillors.

## DIRECTORATE: COMMUNITY SERVICES

### DIRECTOR: COMMUNITY SERVICES

(5-year fixed-term contract)

**Salary:** Negotiable.

**Key Requirements:** A recognised B-degree qualification. A certificate in Municipal Financial Management (SAQA qualification ID No. 48965) or potential to earn this qualification. At least 5 years' experience in a senior managerial position in local government. Extensive knowledge of local government environment, especially legislation, policy, regulations, standards and procedures. Good communication, leadership and problem-solving skills. Experience in budgeting. Computer literacy. Valid driver's licence.

**Key Performance Areas:** Assist and advise the Municipal Manager in the formation and development of an economical, effective, efficient and accountable administration. Ensure that the municipal services are provided to the local communities in a financially and environmentally sustainable manner and those communities have equal access to the services. Develop a culture and heritage strategy so that the objectives of the council in this field are achieved. Lead and direct the library services, sports and recreation services, parks, cemetery, waste collection and cleaning services so that the objectives of community services are achieved. Lead and direct the housing, urban planning and properties section. Ensure law enforcement and enhance disaster management capabilities. Promote public image and communication between the municipality and the residents.

**Enquiries:** Ms Tebogo Lekgau at 058 863 2811.

**Applicants should submit their letters of application, detailed CVs and certified copies of their qualifications to:**

**The Municipal Manager  
Nketoana Local Municipality  
PO Box 26  
REITZ  
9810**

#### The following must be noted:

- Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.
- Canvassing for appointment to the position and corroborating proof thereof will result in the disqualification of a candidate.
- Correspondence will be conducted with shortlisted candidates only.
- If you have not been contacted within thirty (30) days of the closing date, please accept that your application was unsuccessful.
- No e-mailed and faxed applications will be considered.

The Nketoana Local Municipality is an equal opportunity employer and the provisions of the Employment Equity Act (1998) will be taken into consideration in filling these advertised posts.

**CLOSING DATE: 20 July 2012 at 12:00.**

**SJ Thomas  
Municipal Manager**