

## KWADUKUZA MUNICIPALITY



<b>REF NO</b>	:	KZ292CS 001
<b>DESIGNATION</b>	:	<b>EXECUTIVE DIRECTOR: CORPORATE SERVICES</b>
<b>SALARY</b>	:	<b>R1 055 080.00 (Minimum) – R1 241 269.00 (Midpoint) – R1 427 459.00 (Maximum): The pay scale will be determined by competence.</b>
<b>CONTRACT PERIOD :</b> <b>CENTRE</b>	:	<b>5 YEARS FIXED-TERM</b> <b>KWADUKUZA</b>
<b>REQUIREMENTS</b>	:	A Bachelor's Degree in Public Administration / Management Sciences/Law or equivalent. 5 years' relevant experience at middle management level; and must have proven successful administration experience within the public or private sector. Compliance with the MFMA: Minimum Competency Levels in unit standards as per Government Notice No. R493 of Gazette No. 29967 of 15 June 2007. A person who does not meet minimum competency levels in unit standards will be given an opportunity attain the minimum competency levels within 18 months from the date of appointment.
<b>COMPETENCIES</b>	:	The successful candidate must have the following: Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems. Good knowledge of corporate support services including, human capital management, legal services, facilities management, information communication technology, and council support. Good knowledge of supply chain management regulations and preferential procurement framework act 2000 (Act No 5 of 2000), good governance, labour relations act and labour related prescripts, legal background and human capital management and knowledge of coordination and oversight of all specialised support function and performance management; Understanding of council operations and delegations of powers. Computer literacy; A valid driver's licence.
<b>RESPONSIBILITIES</b>	:	Overall management of the Corporate Services Business Unit. Implement the Integrated Development Plan (IDP) as well as strategic goals of the Corporate Services Business Unit. Manage efficient provision of Corporate Services. Establish, operate and maintain support structures, processes and systems. Direct and control key deliverables and outcomes for the Business Unit. Liaise with internal and external stakeholders. Facilitate stakeholder participation and involvement. Managing and ensuring productive utilization of personnel within the Corporate Services Business Unit. Responsible for Corporate Services and execute and other duties or functions that may be assigned by the Municipal Manager.
<b>NOTE</b>	:	Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks including competency assessment. It is the applicant's responsibility to have foreign

qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

**APPLICATIONS** : Applications should be made on the Application Form for Employment for senior managers which may can be obtained from the Municipality or its website **[www.kwadukuza.gov.za](http://www.kwadukuza.gov.za)** **Quoting the relevant reference number, and must accompanied by certified copies of your qualifications, identity document and driver's license.** Applications must be directed to: The KwaDukuza Municipality, P.O Box72, KwaDukuza, 4450.

**EMPLOYMENT EQUITY:** KwaDukuza subscribes to affirmative action in terms of Employment Equity Act 55 of 1998, therefore preference will be given to female candidates.

**CLOSING DATE** : **TUESDAY, 05 OCTOBER 2021**

**ENQUIRIES** : Enquiries may be directed to Director Human Resources at (032) 437 5148

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**NJ MDAKANE**  
**MUNICIPAL MANAGER**  
**MN:163/2021**