

VACANCY

RE-ADVERTISEMENT - EXECUTIVE DIRECTOR : CORPORATE SERVICES



Invitation of Applications for a Vacancy	The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KZ.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.
Post Title	EXECUTIVE DIRECTOR: CORPORATE SERVICES
Business Unit	CORPORATE SERVICES
Reference	KZ292CS 001
Contract Period	5 year fixed - term
Centre	KwaDukuza
Salary	R 1055 080,00 (Minimum) - R 1 241 269,00 (Midpoint) - R 1 427 459,00 (Maximum): The pay scale will be determined by competence
Notice number	MN: 163/2021
Requirements	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 to attain the minimum competency levels within 18 months from the date of appointment.
Competencies	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.
Responsibilities	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 other duties or functions that may be assigned by the Municipal Manager.
Notes	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.
Addressing Applications	Applications should be made on the Application Form for Employment for senior managers which may be obtained from the Municipality or its website www.kwadukuza.gov.za Quoting the relevant reference number, and must be 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.
Closing Date	The closing date and time is Thursday, 28 July 2022 at 12H00 . No Applications will be accepted after the closing date and time. Enquiries may be directed to Director: Human Resources at (032) 437 5148
Employment Equity	KwaDukuza subscribes to affirmative action in terms of Employment Equity Act 55 of 1998, therefore preference will be given to female candidates.
Further Communication	Further communication will only be with shortlisted candidates, such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months off the closing date may consider their applications unsuccessful
Reservation of Rights	Council reserves the right not to appoint any candidate to this post or to make required adjustments.
Prohibition of Canvassing	Canvassing of Councillors and/or Managers for preference on appointment is prohibited and may lead to disqualification of applicants.