



Bela-Bela Local Municipality invites suitably qualified candidates to apply for the following position:

Senior Manager Corporate Services

This is a permanent position in line with the Local Government: Municipal Systems Amendment Act, 2022 (Act No. 3 of 2022).

**TOTAL REMUNERATION PACKAGE: R 965 958.00 (Min) – R 1,103 953.00 (Mid) –
R 1,224 083.00 (Max) per annum
Notice No: 12/25**

(Total remuneration package will be paid as per the applicable Determinations on Upper Limits.

The offer of remuneration will be determined by competencies, qualifications, and experience read together with the guidelines as set out in Notice 4897 published in Gazette No. 50737 dated 30 May 2024.

REQUIREMENTS:

An applicant must have a Grade 12 plus Bachelor's Degree in Public Administration/Management Science/Law or equivalent qualification. The candidate should have acquired minimum competency levels as prescribed by the Minimum Competency Regulations, 2007. Should the applicant not have the Minimum Competency requirements, he or she will be expected to complete such competency requirements within 18 months. Minimum of 5 years relevant experience in a middle management position. The candidate must have proven successful management experience in administration. The applicant must be computer literate and have a Valid Code B driver's license and his/her roadworthy vehicle.

KNOWLEDGE AND COMPETENCIES:

Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of corporate support services including human capital management, legal services, facilities management, information communications technology, and council support. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) Good governance, Labour Relations Act, and other Labour-related prescripts; Legal background and human capital management and knowledge and coordination and oversight of all specialized support functions.

The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 dated 17 January 2014: Customer management, Ethics, Integrity, and professionalism. Impact influence. Governance and risk management, services delivery. Critical thinking. Financial management, knowledge, and information management. Negotiations and conflict resolutions.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible and accountable for the following: Lead and manage personnel within the department and implement the departmental and organizational objectives. Manage, direct, and control key deliverables and outcomes associated with the department. Develop short and long-term strategic plans for the department. Implement Corporate Services Projects. Manage departmental budget, systems, resources, and services rendered by the department. Manage the Human Resources Management, Legal Services, Information Communication Technology, Council Administration, Cleaning Services and Records divisions. Advise Management and Council on administrative matters. Provide strategic support and oversee the provision of support services to Political Office Bearers and other units within the Municipality. Liaise with internal and external stakeholders. Submit reports to Council and other stakeholders through the Office of the Municipal Manager. Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices, and operating standards compliance.

Bela-Bela Local Municipality is an equal opportunity affirmative action employer. The Municipality intends to promote employment equity through the filling of this position.

The Municipality reserves the right not to fill the advertised position.

Applications should be submitted on an **official application form for Senior Managers** obtainable from the Municipal Website www.belabela.gov.za or Bela-Bela Local Municipality offices and must be accompanied by a comprehensive curriculum vitae, certified copies of academic qualifications, Identity Document and Driver's License. Short-listed candidates will be required to produce original copies of qualifications and identity documents on or before the appointment.

NB: The successful candidate will be subjected to security vetting, required to submit a disclosure of financial interest, and be expected to sign an employment contract and performance agreement. Recommended candidates will be subjected to a competency assessment test.

Correspondences will only be entered into with short-listed candidates. Applicants will be penalized for canvassing. **Please forward all applications to:** The Municipal Manager, Bela-Bela Local Municipality, Private Bag X1609, Bela-Bela 0480, or applications may be hand delivered at the Municipal Offices, Main Building, Records Office (1st Floor) 57 Chris Hani Drive, Bela-Bela. **Faxed or e-mailed applications will not be considered.**

Enquiries must be directed to Ms. MN Ramolobeng/ Ms. Mathe ME at 014 736 8000 during office hours.

Closing date: 28 February 2025, 16H00.



MR. RAMAGAGA T.G
MUNICIPAL MANAGER