



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

Re-Advertisement: Senior Manager Corporate Services

Previous applicants may re-apply

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

**TOTAL REMUNERATION PACKAGE: R 907 864 (Min) – R 1, 037 559 (Mid) –
R 1,150 465 (Max) per annum
Notice No: 30/23**

***(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 2760 published in Gazette No. 47538 dated 18 November 2022.***

REQUIREMENTS:

An applicant must have a Grade 12 plus a 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 issued in terms of the Local Government: Municipal Finance Management Act, published under Government Notice No. 493 in Government Gazette No. 29967. Should the applicant not have the Minimum Competency requirements, he or she will be expected to complete such competency requirements within 18 months. Must have a 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 code EB 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, knowledge 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.

Senior Manager Technical Services

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

**TOTAL REMUNERATION PACKAGE: R 907 864 (Min) – R 1, 037 559 (Mid) –
R 1 ,150 465 (Max) per annum**

Notice No:31/23

*(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 2760 published in Gazette No. 47538 dated 18 November 2022.*

REQUIREMENTS:

An applicant must have a Grade 12 plus a Bachelor of Science Degree in Engineering/Btech: Engineering or equivalent qualification. The candidate should have acquired minimum competency levels as prescribed by the Minimum Competency Regulations, 2007 issued in terms of the Local Government: Municipal Finance Management Act, published under Government Notice No. 493 in Government Gazette No. 29967. Should the applicant not have the Minimum Competency requirements, he or she will be expected to complete such competency requirements within 18 months. Must have a minimum of 5 years' experience at middle management level or as programme/project manager and 3 – 4 years must be at professional/management level engineering management experience. The candidate must have proven successful management experience in engineering management. The applicant must be computer literate and have a code EB driver's license and his/her roadworthy vehicle. Registration with a recognised relevant engineering professional body and a Certificate of Competency as required in terms of the General Machinery Regulations, 1988 will serve as an added advantage.

KNOWLEDGE AND COMPETENCIES:

Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Must have extensive knowledge of public office environment and must be able to formulate engineering master planning, project management and implementation. Advanced understanding of council operations and delegation of powers. Good governance. Budget and finance management. Ability to prove strategic, visionary and innovative leadership. Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

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: Overall management of the Technical Services Department. Manage operations, maintenance, planning and administration of Water and Sanitation, Electricity, Project Management Unit, Roads and Stormwater. Ensure implementation of IDP strategic objectives of the department. Provide effective control of projects and contracts on infrastructure provision for the municipality, ensures existence of adequate policy environment for implementation of municipal programmes, procedures and compliance with legislation. Draft and ensure implementation of departmental strategic plan and SDBIP. Prepare and manage the department budget. Manage all Infrastructure Grant programmes. Develop, implement, monitor and control capital projects and contract administration. Develop plans and programmes for infrastructural services within the municipality in line with IDP objectives. Performing all functions, duties and responsibilities as contained in relevant local government legislations and management of staff towards fulfilling core basic service delivery functions of the department. Promoting sound labour relations and compliance with applicable labour legislation within the department. Implementation of by-laws as well as any other applicable legislation relevant to the department and impacting on the local government sphere. Submit reports to Council and other stakeholders through the Office of the Municipal Manager.

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

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

Applications should be submitted on an official application form 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 shortlisted candidates will be subjected to security vetting. Recommended candidates will be subjected to a competency assessment test. The successful candidates will be required to submit a disclosure of financial interest and will be expected to sign an employment contract and performance agreement.

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 at 014 736 8000 during office hours.

Closing date: 26 May 2023, 16H00.



**MR. RAMAGAGA TG.
MUNICIPAL MANAGER**