

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

Re- Advertisement 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 935,100.00 (Min) – R 1,068,686.00 (Mid) – R 1,184,979.00 (Max) per annum

Notice No: 86/23

(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 3541 published in Gazette No. 48789 dated 14 June 2023.

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.



Re- Advertisement: Senior Manager Social and Community 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 935,100.00 (Min) – R 1,068,686.00 (Mid) –
R 1,184,979.00 (Max) per annum
Notice No: 87/23**

*(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 3541 published in Gazette No. 48789 dated 14 June 2023.*

REQUIREMENTS:

The applicant must have a Grade 12 plus a Bachelor's Degree in Public Administration/Social Science/Law or equivalent. Must have a minimum of 5 years relevant experience in a middle management position. Must have acquired minimum competency levels as prescribed by the Minimum Competency Regulations, 2007 issued in terms of the Local Government Municipal Finance Management Act, as published under Government Notice No.493 in Government Gazette No.29967 of 15 June 2007. Should the applicant not have the Minimum Competency requirements, he or she will be expected to complete such competency requirements within 18 months. The applicant must be computer literate and have a Valid Code B driver's license and his/her roadworthy vehicle. Must have proven successful institutional transformation within public or private sector. Registration with South African Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body will be 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. Good understanding of Council operations and delegation of powers as well as Health Service Management, Cemetery Management, Public Safety, Parks and Recreation Management.

The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245, Notice No. 21 dated 17 January 2014: Strategic Direction and Leadership; People Management; Program and Project Management; Financial Management; Change Management; Governance Leadership, Moral Competence; Planning and Organizing; Analysis and Innovation; Knowledge and Information Management; Communication, Results and Quality Focus.

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. Develop and implement key strategic /business plans including Integrated Waste Management Plan, Disaster Management Plan and Environmental Management Plan. Manage Departmental Budget and other resources in accordance with Local Government legislation and Treasury Regulations. Establish, operate, and maintain support structures, processes, and systems. Manage, Direct and Control key deliverables and outcomes associated with the department. Liaise with Internal and External stakeholders. Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices and operating standard compliance. Prepare and submit reports to the Municipal Manager and relevant political structures so that they are informed of the issues regarding Social and Community Services. Implement the Integrated Development Plan (IDP) as well as strategic goals for the Department. Provide support and advice to the Municipal Manager and Council on matters delegated to the Department. Implement the Service Delivery Budget and Implementation Plan (SDBIP).

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 positions.

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: 08 December 2023, 16H00.


MR. RAMAGAGA T.G
MUNICIPAL MANAGER

