



CENTRAL KAROO DISTRICT MUNICIPALITY

All aspects of our staffing processes shall be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions:

DIRECTOR: CORPORATE SERVICES (BEAUFORT WEST)

Total Cost Remuneration Package: R846 307 – R1 040 327 (5 years fixed term contract)

MINIMUM REQUIREMENTS:

- B.Com/B.Tech Degree in Public Administration/Management Science/Law or equivalent (at least NQF level 6).
- At least 5 years administrative experience at middle management level of which 3 years must be within Local Government.
- Minimum Competency Requirements as per Government Notice (certified LGSETA proof MUST be attached to application).
- Good knowledge and understanding of institutional governance systems/performance management/relevant policy and legislation.
- Computer literacy and knowledge of Word, Excel and Powerpoint.
- Proficient oral and written communication skills in English and/or Afrikaans.
- Proven successful management experience in administration.
- A valid driver's license and own transport

● Applications not accompanied by certified copies of qualifications, certified ID and a certified driver's license will not be considered.

ADDED ADVANTAGE: ● *Registration with a relevant professional body.* ● *Knowledge of Local Government Legislation.*

SUMMARY OF DUTIES: To manage and direct the Corporate Services Division of the Municipality through managing all the sub-divisions (HR, Strategic Support, Emergency Services, Committee Services, ICT, Municipal Health Services, Records) effectively to fulfil the strategic objectives of the Council.

Applications on the official application form must be forwarded to the Municipal Manager to reach the office no later than **Monday, 28 February 2022**. Enquiries may be directed to Dr S W Vatala at Tel. (023) 449-1000. Kindly note that the District Municipality does not notify applicants whose applications were unsuccessful. Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification. **Only hardcopy applications will be considered. No electronic or faxed applications will be accepted.** It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on qualifications, criminal and credit records. The candidate will be required to disclose all financial interests. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

DR S.W. VATALA : MUNICIPAL MANAGER

Private Bag X560, BEAUFORT WEST, 6970