



Invites applications from suitably qualified individuals to fill the following positions:

DEPARTMENT: CORPORATE SERVICES

General Manager: Corporate Services

Appointment to this position is on a 5-year fixed –term employment contract, subject to the signing of a performance agreement contract. Remuneration package: remuneration package from R 932 548 / R1 078 089 / R 1 223 632 per annum (as per Upper Limit of Total Remuneration Package Payable to Municipal Managers and Managers directly accountable to the Municipal Manager, Government Gazette No: 42023 of 9 November 2018), Subject to the signing of an employment contract, a performance agreement and financial disclosure form for benefits and financial interests.

Requirements: • Bachelor Degree in Public Administration / Management Sciences / Law or equivalent • 5 years' experience at Middle Management • Have proven successful management experience in administration • A valid Code 08/B driving license. **Knowledge:** • 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 Resources Management; Legal Services; Facilities and Fleet Management; Information Communication Technology; Council Support; Records Management; Payroll; Human Resources Development • 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 resources management; and • Knowledge of coordination and oversight of all specialised support functions. **Key Performance areas:** • Manage HR management, Human Resource Development, ICT and Records, Payroll, Council Support, Legal Service, Fleet and Facilities Management. • Provide secretarial services, administer by laws, and execute council resolutions. • Provide strategic support and oversee the provision of support services in all units within the directorate • Develop, review and manage the implementation of Human Resources strategies, plan policies and Procedures in line with National Policy Framework and Guidelines. • Provide strategic leadership in Human resources strategy implementation and Labour matters • Manage corporate services department's budget • Compile monthly, quarterly, mid-term and annual reports in line with the legislative requirements for council and other organ of state. • The incumbent will perform the duties and functions as contained in section 55 of the Local Government Municipal System Act, 2000 (Act 32 of 2000) • Leading and managing staff and all related matters.

DEPARTMENT: TECHNICAL SERVICES

GENERAL MANAGER: TECHNICAL SERVICES

Appointment to this position is on a 5-year fixed –term employment contract, subject to the signing of a performance agreement contract. Remuneration package: remuneration package from R 932 548 / R1 078 089 / R 1 223 632 per annum (as per Upper Limit of Total Remuneration Package Payable to Municipal Managers and Managers directly accountable to the Municipal Manager, Government Gazette No: 42023 of 9 November 2018), Subject to the signing of an employment contract, a performance agreement and financial disclosure form for benefits and financial interests.

Requirements: An appropriate Bachelor of Science Degree/B-Tech in Engineering or equivalent * 5 years' experience at middle management level, or as programme/project manager.* 3-4 years must be at professional / management level engineering management experience.* certificate of competency as required in terms of the General Machinery Regulations, 1988 or registration with a recognised relevant engineering professional body. **Knowledge:** Good knowledge and understanding of relevant policy and legislation. * Good knowledge and understanding of institutional government systems and performance management.*Must have extensive knowledge of the public office environment and * Must be able to formulate engineering master planning project management and implementation. **Key Performance Areas:** *Manage complex civil infrastructure projects from conceptualization, design contract management, quality assurance and compliance, and ensure their proper integration to the District's overall plan (IDP).* Perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the Department within the budgetary constraints of the municipality. *Manage the Municipality Grants eg MIG, MWIG, ACIP, RBIG and Expanded Public Works Programme, Manage Institutional and Social Development., Enhancement of Cost Recovery and reduction of water loss * oversee the management of all equipment and capital resources to ensure accountability by the Department: * Manage and source all the Department's contracts and tenders according to the approval SLAs, Council requirements and procurement policy, ensuring adherence to the SLAs, terms of reference, letter of appointment and contracted project time lines as per project brief. * Lead and direct staff in the Department to ensure that they meet the objectives in line with the municipality's requirements and resources constraints. *Manage, control and disciplines staff within the Department: *Ensure the provision and management of a potable water supply and sanitation in the areas of the Municipality's Jurisdiction, according to national guidelines, ensure disposal of Sewage affluent in line with the National guidelines.

Forward your applications to: The Municipal Manager; Vhembe District Municipality; Private Bag X 5006; Thohoyandou; 0950 or Hand Delivered to the Registry Office, Vhembe District Municipality, Old Parliament Building, Government Complex.

Application must be submitted on the prescribed application form for Senior Managers, obtainable on the website (www.vhembe.gov.za) accompanied by a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications.

Applications without the above will not be considered. Vhembe District Municipality reserves the right to / not to make appointments. If no response is received from Vhembe District Municipality within **90 days** after the closing date, it must be regarded that your application was unsuccessful.

Correspondence regarding the advertised positions will be limited to successful candidates only. **NB:** All shortlisted candidates will go through **security check**. Fax and E-Mail applications will be not accepted. Applications received after the closing date and time will not be considered. Fraudulent qualifications or documentation will immediately disqualify an applicant. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant.

Enquiries on the above should be directed to **The Recruitment Officer at 015 960 2042 / 2232 / 2233 / 2234.**

Closing Date: 12 March 2020

NDOU T.S - MUNICIPAL MANAGER