



# NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

The Ndwedwe Local Municipality, with its seat in Ndwedwe Village +- 50km North West of Durban, hereby invites suitably qualified and experienced individuals to apply for the position of

## DIRECTOR CORPORATE SERVICES Ref: NDW 002/21 ONE YEAR PERFORMANCE BASED CONTRACT

(Salary: In terms of the Government Gazette No 42023 of 08 November 2018  
All-inclusive Remuneration Package: R781 460.00 (Min point) R868 290.00 (Mid-Point) R 955 118 (Max point) Grade 1 Municipality.

Basic Qualifications and Experience: Bachelor's Degree in Public Administration/ Management Sciences, Law or relevant qualification obtained from a recognized tertiary institution. Municipal Finance Management Programme Competency Certificate or proof of studying towards the certificate. (MFMA Circular No.60). A minimum of five years' middle management experience in public or private sector. Fluency in IsiZulu and English is essential. Valid unendorsed driver's license and computer literacy is a must.

### KNOWLEDGE, SKILL & COMPETENCY REQUIRED:

- Knowledge and understanding of Local Government legislation, policies and practices for sections under control.
- Strong strategic planning and leadership skills are a requirement.
- Good knowledge and knowledge of supply chain management regulations.
- Must understand Labour Relations Act and other prescripts governing the Local Government sector.
- Knowledge of coordination and oversight of all specialized support functions.

### KEY PERFORMANCE AREAS:

- Providing leadership and direction to the directorate through managing all the subdivisions effectively to the fulfillment of the vision of the municipality.
- Satisfying all the legislative requirements of the directorate as prescribed in the relevant prescripts.
- Implement the strategic plan of the municipality through the effective development and monitoring of Service Delivery and Budget Implementation Plan.
- Develop and monitor the budget of the Department.
- Develop and monitor the implementation of policies and By- laws.
- Manage Human Resources of the Municipality.
- Develop and monitor Workplace Skills Plan (WSP) of the municipality.
- Manage the functioning of Council committees by providing Secretariat services.
- Manage the safe keeping of records of the municipality in terms of the relevant prescripts.
- Manage the auxiliary functions of the Municipality.
- Manage Information Technology.

**Enquiries: Municipal Manager, Mr. MF HADEBE 032 532 5003/ Human Resources 032 532 5022.**

Faxed, e-mailed, Z83 form and late applications will not be considered.


If you meet the requirements submit application on form obtainable on request or on [www.ndwedwe.gov.za](http://www.ndwedwe.gov.za) accompanied by Curriculum Vitae, **Certified** copies of your tertiary qualification certificates and valid driver's license to the **Municipal Manager, Ndwedwe Local Municipality, Private Bag x 503, Ndwedwe, 4342.**

Shortlisted candidates will undergo competency assessment and security vetting. Successful candidate will sign employment contract and a performance agreement. Successful candidate will also be expected to disclose financial interest.

Due to a high volume of applicants envisaged, communication will only be limited to short-listed candidates. If you do not hear from us within 3 months after closing date, please consider your application as unsuccessful. The Council reserves the right to make or not to make any appointment.

This Municipality subscribes and promotes the principles of employment equity affirmative action, women are encouraged to apply.

**CLOSING DATE: 20 SEPTEMBER 2021**

  
MR MF HADEBE  
MUNICIPAL MANAGER

30/08/2021  
DATE