



AGANANG LOCAL MUNICIPALITY

PO Box 990
Juno
0748

Tel: 015 295 1400
Fax: 015 295 1401/ 1447
E-Mail: admin@aganang.gov.za
Website: www.aganang.gov.za

The municipality is inviting applicants to apply for the following position:

Department: Corporate Services

Senior Manager: Corporate Services

This is a fixed- term employment contract for **five** years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest.

Remuneration package: Ranges from minimum of R466, 010.00 to a maximum of R569,600.00 annual total remuneration package as guided by notice 225 as published in Government Gazette no. 37500 dated 29 March 2014.

Requirements: The incumbent must be in possession of a Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent. The applicant must have a minimum of 5 years' experience at middle management level, and have proven successful management experience in administration. The incumbent must have the following competencies as per notice 21 published in Government Gazette No. 37245, dated 17 January 2014:

Management competencies: Strategic direction and leadership; people management; programme and project management; financial management; change management and government leadership.

Core competencies: Moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication and results, and quality focus.

Knowledge:

- 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 the public office environment;
- Good knowledge of corporate support services, including:
 - Human capital management;
 - Legal services;
 - Facilities management;
 - Information communication 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 of coordination and oversight of all specialised support functions.

Responsibilities: The Senior Manager Corporate Services reports to the Municipal Manager, and must: Ensure the provision of effective and efficient financial management of the Departmental activities; provide effective control of projects and contracts on infrastructure provision for the Municipality; Ensure the existence of adequate policy environment for implementation of municipal programmes; procedures and compliance with legislation; develop and monitor service delivery and budget implementation plans (SDBIP); ensure proper risk management in the department; develop and implement the workplace skills plan; develop and review policies and by-laws; ensure the provision and maintenance of IT infrastructure; ensure human capital management; manage fleet; manage facilities; attend all Council and relevant meetings and make recommendations as required; implementing decisions of Council and its various structures; advising Council on all matters of the Department; prepare and submit required reports to the municipal manager and relevant political structures; and attend to ad-hoc responsibilities allocated by municipal manager.

*Applications must be submitted on the official application form for Senior Managers that can be downloaded from the website: www.aganang.gov.za and must be accompanied by a detailed curriculum vitae with certified copies of qualifications and ID (of not older than 3 months) to The Municipal Manager, Aganang Local municipality, PO Box 990, Juno, 0748 or hand-deliver application at Aganang Municipal Offices (Gilead road & Cnr Knobel Road), Strictly at Registry Office. Faxed, emailed and late applications will NOT be accepted. Further enquiries may be directed to **Mr Mahwasane L.M at 015 295 1400**. Shortlisted candidates will be subjected to Qualification, Employment background checks, security vetting and screening as well as competency assessment test.*

Closing date: 12 June 2015.

N.B Aganang Local Municipality is an equal opportunity affirmative action employer with clear employment equity targets. Women and people with disability are encouraged to apply. Aganang Local Municipality reserves the right not to appoint any person.



Mmogo re tla kgona