

Ubuntu Municipality



UBUNTU MUNICIPALITY

Ubuntu municipality, with its headquarters Victoria West invites suitable qualified candidates to apply in the under-mentioned posts. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

Post: Manager Corporate Services. The post is a 5 years performance based fixed term contract.

Qualifications: A three (3) year Diploma or Degree with majors in Law or Industrial Relations or Public Administration or Business Administration. The successful candidate must meet the minimum competency level as prescribed by Government Gazette 29967 of 15 June 2007. A valid Code B driver's license. Proficiency in MS Word, Excel and PowerPoint.

Remuneration: Negotiable.

Experience: Minimum of Five (5) years' relevant experience, preferably in local government at Senior Management level. High level of computer literacy, excellent knowledge of local government legislation and policies. Analytical and good writing skills. Ability to communicate in two or more of the official local languages.

Key Functions: Amongst other duties the successful candidate will be responsible for managing the Administration and Community Development sections. Responsible for the development of Council Policies, By-Laws, Rules and Orders and provision of legal and advisory services to Council. Analyze and interpret existing and new legislation and ensure that all applicable laws, ordinances, by-laws and regulations are kept up to date and correctly executed. Compile and issue public notices in accordance with legal requirements. Represent the Council as an employer representative in labour disputes, the Bargaining Council and on the Local Labour Forum. Responsible for coordinating the employer position, research and prepare employer's response to issues and demands. Obtain Council resolutions on matters not delegated. Provide advice and guidance to Council, Municipal Manager and Heads of Departments with regard to legislation, human resource policies, strategies and processes as well as existing and new legislation on human resource management.

Application Instructions: A comprehensive CV together with certified copies of qualifications and other relevant documentation must be submitted to:

The Municipal Manager
Ubuntu Municipality,
Private Bag X 329
VICTORIA WEST
7070

Closing date: 24 October 2014 at 12h00.

No faxes or e-mails will be accepted. Should applicants not receive any response within two months after the closing date, please accept that your application has not been successful. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.