

## Ubuntu Municipality



### **UBUNTU MUNICIPALITY**

Ubuntu municipality, with its headquarters in Victoria West invites suitable qualified candidates to apply for the under-mentioned post in terms of Section 56 (1) (a) (i) of the Local Government: Municipal Systems Act 2000, Act No. 32 of 2000, as amended. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

**Post:** Manager Corporate Services

**Duration:** Permanent, Performance based contract in line with legislative prescripts. The suitable candidate will **have to disclose all financial interests, and be willing to be subjected to security vetting.**

**Remuneration:** R 466,040 – R 569,600, as per Government Gazette No. 37500, of 29 March 2014.

**Qualifications:** A three (3) year Diploma or Degree with majors in Law / Industrial Relations / Public Administration or Business Administration.

**Experience:** Minimum of Five (5) years' relevant experience, preferably in local government at Senior Management level. High level of computer literacy. Ability to communicate in two or more of the official local languages.

**Competencies:** **Must possess the Competencies as described in the Local Government Gazette Nr. 37245 of 17 January 2014.** Proficiency in MS Word, Excel and PowerPoint.

**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. Exercise of any other functions allocated by the Accounting Officer.

### **General**

- There will be a peremptory signing of a performance agreement within 60 days after the assumption of duty, and annually within 30 days after the commencement of the new financial year.
- The submission of the original certificates of the academic and the professional qualifications and proof of previous employment prior to or on the date of the assumption of duty will be required.

- The Code of Conduct as stipulated in the Schedule 2 of the Municipal Systems Act 32 of 2000, which will form an appendix to the contract, and the disclosure on the benefits on an annual basis as required according to the Regulations for Section 56 officials, will also apply.
- The successful candidate must have a valid Code B or Code 8 driver's licence.
- Remuneration will be payable in line with the successful candidate's qualification and experience profile.
- The advertising cost of this vacancy will be paid by the successful candidate , should he/she withdraw after appointment;
- Compliance to section 56A of the Local Government Municipal Systems Amendment Act, Act No .7 of 2011.

**Application Instructions:** No applications will be considered if it is not per Annexure C of the Local Government Gazette No. 37245 dated 17 January 2014, or obtainable on the Website [www.ubuntu.gov.za](http://www.ubuntu.gov.za) Applications, together with a comprehensive CV and certified copies of qualifications can be forwarded to the Acting **Municipal Manager**.

Mr. X Malgas  
 The (Acting) Municipal Manager  
 Ubuntu Municipality,  
 Private Bag X 329  
**VICTORIA WEST**  
 7070  
 Tel: 053 621 0026

**Closing date:** 10 July 2015 at 12h00.

- Canvassing for appointment will automatically disqualify an applicant
- If no reply to your application has been received within sixty(60) days of the closing date, you should consider your application as being unsuccessful
- No late or facsimile applications will be accepted
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates only.

**The Municipality reserves the right not to make an appointment**