

## Ubuntu Municipality



## **UBUNTU MUNICIPALITY**

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

### **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.

**Qualifications:** A Bachelor's Degree in Public Administration, Management Science, Law or equivalent. 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 in MS Word, Excel and PowerPoint.

**Remuneration:** R685 806 – R855 331

**Experience:** Minimum of Five (5) years' relevant experience, preferably in local government at middle 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.

**Core 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.

### **General**

- There will be a peremptory signing of an employment contract and a performance agreement within 60 days after the assumption of duty, and annually within 30 days after the commencement of the new financial year.
- Shortlisted candidates will be subjected to a security vetting.
- 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 submitted on an official application form, Annexure C of the Local Government Gazette No. 37245 dated 17 January 2014, or obtainable on the Website

www.ubuntu.gov.za. Applications, together with a comprehensive CV and certified copies of qualifications can be forwarded to the Acting Municipal Manager.

Ms. KG Balebi  
The Acting Municipal Manager  
Ubuntu Municipality  
Private Bag X 329  
**VICTORIA WEST**  
7070

**ENQUIRIES:** Please contact Ms. Nonceba Mkontwana Chief Admin & HR Officer on 053 621 0026

**Closing date:** 29 January 2016 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.