

**Moqhaka Local Municipality, with its head office in Kroonstad in the Free State Province,
invites suitable candidates to apply for this position:**

Department: Corporate Services

MANAGER: CORPORATE SERVICES

Salary: An all-inclusive market-related package is negotiable

The post operates at strategic level to provide strategic support to all the business functions within Moqhaka Local Municipality, with the main priorities being: • General Administration • Secretariat • Council Support • Policies and Procedures • Property Management • Capacity Building/Training • Human Resources • Labour Relations.

Key requirements: • A Bachelor's degree in Public Administration or equivalent qualification • 5 years' experience at Senior Management level, with at least 2 years in a Senior Management position in the Local Government sector • Excellent planning and management skills • Good interpersonal, communication and negotiation skills • Conceptual and analytical thinking • Extensive knowledge and understanding of Local Government-related legislation, in particular the responsibilities of a Senior Manager in terms of the Municipal Systems Act (32 of 2000) and the Municipal Finance Act (56 of 2003) • A valid driver's licence • Computer literacy.

Key performance areas: • Perform all functions of a Manager: Corporate Services as required by the relevant legislation or reasonably stipulated by the Municipal Manager • Execute all the directions and resolutions of the Municipality • Be accountable for the general supervision, control and efficiency of the Corporate Services Department • Ensure compliance with all of the key performance areas as set out in the contract of employment between the Council and the Manager: Corporate Services • Formulate support and implement the strategic goals of the Municipality in order to give effect to the Integrated Development Plan (IDP) • Execute all key performance areas, ie Human Resource Management, Human Resource Development, Municipal Administration, Council Support/Secretariat, Registry, Auxiliary Services and Labour Relations.

The successful candidate will sign a performance contract.

Application forms are not available. Written applications, together with a comprehensive Curriculum Vitae, plus certified copies of ID, driver's licence and all qualifications, must be forwarded to the Acting Municipal Manager, Moqhaka Local Municipality, PO Box 302, Kroonstad, 9500. NB: No faxed or e-mailed applications will be accepted.

Enquiries: The Acting Municipal Manager, tel. (056) 216-9378.

Closing date: 31 August 2012

Please note: If you do not receive notification regarding this advertisement within 30 days of the closing date, please assume that your application was unsuccessful. The Municipality subscribes to and promotes the principles of employment equity and affirmative action. Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the abovementioned competencies will be short-listed. Candidates should note that some or all of the abovementioned competencies may, at discretion of Council, be formally assessed as part of the selection process.

**MS Mqwathi
Acting Municipal Manager**



Notice No: 19/2012

Moqhaka Municipality