



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Grahamstown. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS
EXTERNAL POSITIONS
RE - ADVERTISEMENT

POST 1: 1 X DIRECTOR

DIRECTORATE: CORPORATE & SHARED SERVICES

REMUNERATION: R788 186 per annum – R1 034 209 per annum

MINIMUM QUALIFICATION AND EXPERIENCE: Appropriate NQF 7 qualification in Social Sciences, Administration, Human Resources or Law. Extensive knowledge of Local Government Legislation and understanding of Local Government systems is essential. Knowledge of Labour legislation and related processes is a prerequisite. Extensive experience in the management of a substantial staff complement and fulfilling disparate functions, in a highly unionized environment. Minimum of at least five (5) years' experience at Senior Management Level and preferably work experience in a complex and vibrant municipal environment. Must have CPMD (Minimum Competency Certificate).

COMPETENCE SKILLS REQUIRED: The following competencies as prescribed in the National Treasury Minimum Competency Framework and the COGTA Performance Regulations for Senior Managements are essential: Exceptional strategic leadership and organisational management skills. Technical aptitude and business acumen. Excellent verbal and written communication skills. Advanced negotiation skills. Ability to develop, facilitate and maintain strategic partnerships with other spheres of government, other municipalities, strategic stakeholders and role players. Conflict resolution / Problem solving skills. People and Diversity Management. Client orientation and customer focus. Analytic thinking skills. Operational financial management and supply chain management skills. Risk and change management skills. Sound understanding of the legal and legislative environment in which local government operates. Computer literacy and possession of a code 8 / EB driver's license.

KEY PERFORMANCE AREAS: The incumbent will be accountable to the Municipal Manager and will be responsible for the following: Draft and ensure effective implementation of the Directorate's score card. Prepare and take control of the Directorate's budget. Provide administrative support including secretarial / committee services. Overall responsibility for Council support services. Run an effective document management system and record management services. Oversee all facets of human resources management. Ensure sound labour relations within the municipality. Guide and oversee the Complaints management

system of the Municipality. Co-ordinate the development of Municipal By-Laws. Compile and update delegated powers, statutes and Council by laws. Ensure compliance with relevant provincial and national legislation. Manage and ensure productive utilization of personnel within the Directorate. Overall responsibility for the implementation of the PMS within the Directorate. Facilitate and champion the implementation of the PMS within the Municipality.

NOTE: All applications must be made on the Official Application form for Senior Managers that can be downloaded on our website www.makana.gov.za/residents/download-form accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. Failure to comply with the above will result in disqualifying your application. Shortlisted applicants will be screened for criminal records and or any pending criminal cases records or any applicants. The successful candidate will be required to disclose all financial interests, sign an employment contract and a yearly performance agreement. Canvassing of Councillors and Officials will automatically disqualify any application. All applications must be submitted with a detailed CV, certified copies of qualifications, ID document and driver's license, the names and e-mail addresses of three references from current and previous employers and a fully completed official application form as available from the municipal website or the Human Resources Department to be couriered to **The Acting Municipal Manager, Makana Municipality City Hall, High Street, Grahamstown 6139** or posted to, **P.O Box 176, Grahamstown, 6140**. **ONLY** hard-copy applications will be considered. **NO** electronic or faxed applications will be accepted. Please note that applicants who have not been contacted after 30 days of the closing date must consider their applications as being unsuccessful. Enquiries may be directed to The Manager: Administration Mr. Ettienne: telephone number 046 603 6024 / email: MagerEttienne@makana.gov.za.

CLOSING DATE: 09 JANUARY 2017

MS. M.J. MEIRING
ACTING MUNICIPAL MANAGER