



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 Local Municipality invites suitably qualified candidates to apply for the under mentioned position in Makhandha (Grahamstown). The Makana Municipality is an equal opportunity and Affirmative Action Employer, committed to the Employment Equity Act 55 of 1998. Previously disadvantaged individuals and the people with disabilities are encouraged to apply.

VACANCY/ IMISEBENZI/ BETREKKINGS
EXTERNAL POSITION

Applicants who comply with the minimum requirements for this post, possess the necessary integrity and an excellent track record; are invited to apply for the Director: Corporate & Shared Services position (Five (5) year Performance-Based contract appointment in terms of Section 54A of the Municipal Systems Act.)

POST : 1 X DIRECTOR
DIRECTORATE : CORPORATE & SHARED SERVICES
SALARY : Minimum R932 548 per annum – Mid-point – R1 078 089 per annum and
Maximum R1 223 632 per annum

(This is in line with the upper limit of the annual total Remuneration packages of Managers directly accountable to Municipal Managers)

MINIMUM QUALIFICATIONS

The applicant is required to have the following minimum qualifications:

- Matric or Grade 12 Certificate or equivalent;
- Appropriate NQF level 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;
- CPMD competency as directed by National Treasury;
- Computer Literate and advance training will be an added advantage.

REQUIREMENTS

- Undertake competency assessment;
- Undertake screening of any criminality;
- Screening of all qualifications;
- Validation of the required Drivers Licence -- code 8 EB, and
- The appointment will be for a period of Five (5) years.

COMPETENCIES

Will be tested in line with the competency assessment in line with Performance Regulations.

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 the applications must be made on the Official Application form that can be downloaded on the Municipality website or requested at www.makana.gov.za, accompanied by a comprehensive CV together with certified copies of identity document, qualifications, driver's license where required and other documents. Failure to comply with the above will result in disqualification of your application. Competency Assessments and security vetting will be done on all shortlisted candidates. The successful candidate will be required to disclose all financial interests, sign an employment contract and a yearly performance agreement. Canvassing of Councillors or Officials will automatically disqualify any applicant. All applications may be Emailed on recruitment@makana.gov.za / hand-delivered / posted to the following address: The Municipal Manager, Makana Municipality 86 High Street, City Hall, Grahamstown or P. O. Box 176, Grahamstown 6140.

NO LATE / FAXED APPLICATIONS WILL BE ACCEPTED. Enquiries may be directed to The HR Practitioner on 046 603 6110 / recruitment@makana.gov.za

CLOSING DATE: 29 OCTOBER 2020

MR. M. MENE: MUNICIPAL MANAGER