



# NQUTHU MUNICIPALITY UMASIPALA WASE NQUTHU

**Nquthu Local Municipality (KZ 242) invites suitably qualified candidates to apply for the following position:**

**Position: Director: Corporate and Community Services**  
**Annual Total Remuneration Package: Minimum: R726 954.00; Midpoint: R816 803.00 and Maximum: R906 651.00**  
**Term of employment: Five Year Fixed Term Contract**

**Minimum Competency Requirements:**

- A Bachelor Degree in Public Social Sciences/Public Administration/Management Sciences/Law or equivalent.
- Certificate in Municipal Finance Management Programme (MFMP) or Certificate Programme in Municipal Development (CPMD).
- A valid Driver's Licence.
- At least 5 years experience at Middle Management Level.
- Knowledge of Local Government Sector Legislative Framework.
- Knowledge of Corporate support services including: Human Capital Management, Legal Services, Facilities Management, Information and Communication Technology and Council Support.
- Understanding of Council Operations and delegation of powers, Health Service Management, Cemetery Management, Public Safety, Parks and Recreation Management.
- Eligibility in terms of the Competence Framework for Senior/ Section 56 Managers, as promulgated by the Minister of Co-operative Governance and Traditional Affairs.
- Excellent Computer Skills
- Strategic thinking, Planning, Prioritizing and Effective Communication Skills.

**Key Performance Areas:**

- Manage and control various line functions within the Directorate, such as General Administration, Human Resources Management, Executive Support, Corporate Strategy, Information Technology and Communications, and Security Services.
- Lead direct and manage staff within the Department so that they are able to meet their objectives.
- Exercise Staff control and discipline.
- Render support by advising and overseeing all matters of procedures relating to minutes and Resolutions of the Council Committees.
- Plan, organise, co-ordinate and control the activities of various Sections within the Department, including Political Offices.
- Develop and implement a Community Services Strategy.
- Provide Law Enforcement, Disaster Management, Traffic Safety and Crime Prevention Services as well as Fire and Rescue Services to ensure the safety of all community members within the Municipality.
- Develop and implement a Departmental Budget Management mechanism.
- Develop Department Strategic Programmes and Operational Plans.
- Monitor and measure the performance of Divisions against the SDBIP, in order to ensure achievement of the Municipality's objectives and targets.
- Implement the Integrated Development Plan (IDP) as well as strategic goals of the Community Services Department.
- Provide recreational and sporting strategies to cultural facilities, cleansing services, libraries that are sustainable, accessible and affordable to all communities within the Municipality, and within the framework of legal standards and regulations.
- Perform any other duty or function that may be assigned by competent authority.

Shortlisted candidates will have to undergo a security vetting and competency assessment.

Successful candidate will be required to sign an Employment Contract, a Performance Agreement and Disclosure of Financial Interests.

*Please Note :A qualifying applicant should please send the application letter, the prescribed application form (as per Annexure C of the 2014 Regulations), comprehensive CV, Certified Copies of academic qualifications, Certified copy of Driver's Licence, and Certified copy of ID to:*

**The Municipal Manager  
Nquthu Local Municipality  
Private Bag X 5521  
NQUTHU  
3135**

or delivered to:

**Registry Office  
Lot 83 Mdlatlose Street  
NQUTHU  
3135**

**CLOSING DATE: TUESDAY, 11 APRIL 2017.**

**Enquiries should be directed to the Municipal Manager on 034- 271 6100.**

If an applicant does not hear from the Municipality within 30 days from the closing date, he/she should consider the application as having been unsuccessful. The Municipality is an Equal Opportunity and Affirmative Action employer.

**BP GUMBI  
MUNICIPAL MANAGER**