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Bushbuckridge, 1280  
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R533 Graskop Road,  
opp. Mapulaneng DLTC  
Maviljan Region  
Bushbuckridge, 1280

## BUSHBUCKRIDGE LOCAL MUNICIPALITY

www.bushbuckridge.gov.za

The Bushbuckridge Local Municipality invites suitable candidates for the below positions. These are five (5) year fixed-performance contract in terms of Section 56 of the Municipal Systems Act No. 32 of 2000. The successful candidate will report directly to the Municipal Manager in Head Office, Bushbuckridge. Suitable candidates should possess the following: **Leadership Competencies** (strategic direction and leadership; people management; program and project management; financial management; change management and governance); and **Core Competencies** (moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication; and results and quality focus)

### DIRECTOR: CORPORATE SERVICES (5 YEARS FIXED TERM CONTRACT)

#### TOTAL REMUNERATION PACKAGE:

**R932 548.00 (Minimum) - R1 078 089.00 (Midpoint) - R1 223 632.00 (Maximum)**

**REQUIREMENTS:** A Bachelor Degree in Public Administration/ Management Sciences/ Law or equivalent. A post graduate degree in the relevant field and/ or a minimum competency level certificate as required by National Treasury shall be an added advantage. Candidates without the minimum competency level certificate shall be required to obtain it within 18 months if appointed. 5 years experience at senior management level. Have proven successful management experience in administration. A valid driver's license. Need to undergo security vetting and competency assessment. Appointed candidate shall sign an employment contract, performance agreement and disclosure of financial interest.

**KNOWLEDGE:** Good knowledge and understanding of relevant policies and legislations; and institutional governance systems and performance management. Good knowledge of corporate support services, including: human capital management; legal services; facilities management; information communication technology; and council support. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act No. 5 of 2000; good governance; Labour Relations Act, and other labor-related prescripts. Legal background and human capital management; and knowledge of coordination and oversight of all specialized support functions.

**KEY PERFORMANCE AREAS:** Strategic management of the municipal human resources, training and development, legal services, information and communication technologies, council support and auxiliary services including facilities, telecommunications, fleet and records. Provide strategic support to directorates and oversee the provision of support services in all units within the directorate •Develop, review and manage the implementation of human resources strategies, policies and procedures in line with national policy framework and guidelines •Provide strategic leadership in human resources management strategy implementation and sound labor relations. •Manage corporate services directorate budget •Compile directorate monthly, quarterly, mid-term and annual reports including audit action logs in line with the legislative requirements for council and other organs of state.

**N.B: Successful candidates will go through a security clearance. Forward your application for senior managers downloaded from the municipal website, [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za) with the following documents: comprehensive CV, and certified copies of qualifications, identity document and valid driver's license to:**

<b>The Municipal Manager</b>	<b>or Hand</b>	<b>Deliver at the Registry</b>
<b>Private Bag X9308</b>		<b>Head Office</b>
<b>Bushbuckridge</b>		<b>R533 Graskop Road</b>
<b>1280</b>		<b>Bushbuckridge</b>

The applications must reach the municipality before or on the closing date i.e. 18 June 2019. No Faxed-mailed or late applications will be accepted. If you do not hear from the municipality within four weeks after closing date, please consider your application unsuccessful.

**Enquiries: HR Manager, Mr Ndlovu E.C.**  
**Tel: 013 0040 291 during office hours from 08:00 to 16:00**

***Bushbuckridge Local Municipality is an equal opportunity employer and supports people with disabilities and effectively implement affirmative action.***