

VACANCY
DATE: 11 NOVEMBER TO 25 NOVEMBER 2022

MATATIELE LOCAL MUNICIPALITY

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability.

Suitably qualified persons are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the Municipality. Candidates whose appointment will enhance representativity of employees from the designated groups are encouraged to apply.



PLEASE BEWARE OF THE SCAM WHERE INDIVIDUALS ARE REQUESTING MONEY IN EXCHANGE OF EMPLOYMENT WITHIN THE MUNICIPALITY AND PLEASE DO NOT MAKE ANY FORM OF PAYMENT IN RESPECT OF EMPLOYMENT OFFER.

NB: THIS IS A RE-ADVERT. PERSONS WHO APPLIED BEFORE MAY RE-APPLY	
COMMUNITY SERVICES DEPARTMENT	
POSITION	GENERAL MANAGER: COMMUNITY SERVICES
ADVERTISEMENT PLATFORMS	National, Provincial, local newspapers and Municipal Website
PLACE OF WORK	102 Main Street, MATATIELE Eastern Cape
EMPLOYMENT TERM	Permanent
REMUNERATION	Remuneration – Total Cost to Council between R894, 447 (Minimum) R1, 022, 226 (Mid-point) R1, 133, 463 (Maximum) p.a. in terms of Government Gazette 43122 of 20 March 2020
REQUIREMENTS	<ul style="list-style-type: none"> • Matriculation or equivalent certificate • B Degree in Social Sciences/ Public Administration/Management Sciences/Law or Equivalent Qualification and Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965). • A minimum of five years' experience at a middle management level and have proven successful institutional transformation within public or private sector. • Good communication skills • Good Governance. • Labour Relations Act, and other labour – related prescripts. • A valid Code B Driving License.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge and understanding of relevant policies and legislation • Good knowledge and understanding of institutional governance systems and performance management • Understanding of Council operations and delegation of powers • Good knowledge of core-functions services, including: Community and Social Safety; Environment and Waste Management; Cemetery Management; Parks and recreation management ; • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). • Registration with the South African Council for Social Service Professionals (SACSSP) or appropriate recognized relevant professional body will be an added advantage
OTHER REQUIREMENTS	<p>The successful candidate will be required to:</p> <ol style="list-style-type: none"> (a) Sign an employment contract, a performance agreement and to disclose any financial interests. (b) Undergo security vetting. (c) Undergo competency assessments. (d) Planning and organising skills. (e) Willingness and ability to work over and above call of work and under pressure.
KEY ATTRIBUTES	<ul style="list-style-type: none"> • To strategically plan, direct, manage and develop policies, practices and daily running of the municipality's affairs. • Ability to manage the municipality's Community Services Department generally. • Set the Department's overall strategic direction. • To lead transformation issues for Organizational change.
KEY RESPONSIBILITIES	The incumbent will be responsible for the following:

- Design programmes and develop policies to promote an enabling environment for community-based programmes as guided by the Municipal IDP.
- Provide strategic leadership in relation to the development, implementation, monitoring and reporting on Service Delivery and Budget Implementation Plan (SDBIP) of the directorate
- Overhead controls and management of Municipal parks, Cemeteries, Recreation facilities/ programmes, disaster management/ firefighting, public safety, driving license service centre, waste management and libraries
- Develop and implement key strategic / business plans including Waste Disposal & Management Plan, Disaster Management Plan, Transport Plan, Traffic & Licensing Plan and Environmental Management Plan.
- Manage Departmental budget, human resources & other resources in accordance with local government legislation and treasury regulations.
- Manage efficient provision of municipal services.
- Establish, operate and maintain support structures, processes and systems.
- Direct and control key deliverables and outcomes for the department.
- Liaise with internal and external stakeholders.
- Ensure legislative, regulatory, policy, practices and operating standards compliance
- Performance of other responsibilities assigned from time to time by competent authority.

CLOSING DATE : 25 NOVEMBER 2022 @ 16H00

ENQUIRIES: Mr. C.K. Magadla, General Manager: Corporate Services either by email @ KMagadla@matatiele.gov.za or telephone @ (039) 737 8102.

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 27 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code Driving Licence (where applicable) to:

FOR ATTENTION: THE MUNICIPAL MANAGER:

The Municipal Manager
Matatiele Local Municipality
P.O. Box 35
Matatiele, 4730

OR

The Municipal Manager
Matatiele Local Municipality
102 Main Street
Matatiele, 4730

NB: Failure to submit documents listed above will result in disqualification.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service. Canvassing for this position will lead to disqualification of applications. Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof or found to have been involved in this practice, will be disqualified with immediate effect. The Matatiele Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.

MR. L. MATIWANE

MUNICIPAL MANAGER
Notice No : 2022/2023-135

We urge all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management Unit.