MATATIELE
LOCAL MUNICIPALITY

102 Main Street,
Matatiele
P.O. Box 35,
Matatiele, 4730
Tel: 039 737 3135
Fax: 039 737 3611

EXTERNAL VACANCY
DATE 25 APRIL TO 23 MAY 2025
VACANCY NOTICE NO: 07/2024/25

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 amongst others. Suitably qualified persons who are South African citizens are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the Municipality. Preference will be given to candidates whose appointment will enhance representativity of employees from the designated groups in terms of the Employment Equity Act 55, 1998.

PLEASE BEWARE OF A SCAM DOING ROUNDS WHEREIN INDIVIDUALS REQUEST MONEY IN EXCHANGE FOR EMPLOYMENT. NO PAYMENT OF ANY KIND IS NEEDED TO SECURE EMPLOYMENT WITHIN THE MUNICIPLAITY.

DEPARTMENT: CORPORATE SERVICES	
NB: THIS IS A RE-ADVERT. PERSONS WHO APPLIED BEFORE MAY RE-APPLY	
POSITION	**General Manager: Corporate Services**
ADVERTISEMENT PLATFORMS	**National, Provincial, Local Newspapers and Municipal Website**
PLACE OF WORK	**102 Main Street Matatiele, Eastern Cape**
TERM OF EMPLOYMENT	**Permanent**
REMUNERATION	**Total Remuneration package will be in terms of Government Gazette No 50737 dated 30 May 2024 between R965 958 (minimum), R1 103 953 (midpoint) and R1 224 083 (maximum)** **Remote Allowance: 7% of the Total Annual Remuneration Package As per Government Gazette No. 50737 dated 30 May 2024.**
MINIMUM REQUIREMENTS	• Matriculation or equivalent certificate • B Degree in 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 in administration • Have proven successful management experience in administration • Be a South African citizen • Good communication skills • A valid Code B Driving License
KNOWLEDGE	• Good knowledge and understanding of relevant policy and legislation. • Good knowledge and understanding of 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, 200) Act No. 5 of 2000) • Good Governance • Labour Relations Act, and other labour – related prescripts; • Legal background and human capital management; and. • Knowledge of coordination and oversight of all specialized support functions.
OTHER REQUIREMENTS	The successful candidate will be required to: (a) Sign an employment contract, a performance agreement and to disclose any financial interests. (b) Undergo security vetting. (c) Undergo competency assessments.
KEY RESPONSIBILITIES	• Lead and direct the Administration of the Municipality through effective application of the Constitution of the Republic of South Africa and any legislative framework that governs local government • Foster relationships between the Municipal Council and the Administrative arm of the municipality as well as all key stakeholders • Create an environment that defines the purpose and the role of local government as a means to involve people in shaping the future of our communities • Responsible for Municipal transformation and organizational development • Basic service delivery • Local economic development • Municipal financial viability • Good governance and public participation • Provide leadership and direction through effective strategies to fulfil the objectives of local government as provided for in the constitution. •Formulate corporate services master plans, project management and implementation. Develop short- and long-term strategic plans for the department. Manage the Human Resources Management, Information Communication Technology and Administrative and Council Support divisions and Public Participation and Customer Care. • Advise management and council on administrative matters. Manage departmental resources in accordance with applicable legislation and regulations. Establish, operate and maintain structures, processes and systems. Provide strategic support and oversee the provision of support services in all units within the municipality and department. Direct and control key deliverables and outcomes for the department.
KEY COMPETENCIES	• To strategically plan, direct, manage and develop policies, practices and daily running of The Municipality's Affairs; • Ability to manage the municipality's Corporate Services Department generally. • Set the Department's overall strategic direction; • To lead transformation issues for Organizational change

Closing Date : 23 MAY 2025 @ 16H00

ENQUIRIES: Mr. W. Mtebele, Manager: Human Resources Management & Development either by email @ WMtebele@matatiele.gov.za or telephone @ (039) 737 8135.

IMPORTANT NOTE TO APPLICANTS:

- *Failure to submit documents listed above will result in disqualification of applicants;*
- *Background screening and vetting of qualifications and references will be conducted on shortlisted candidates;*
- *Proof of canvassing might lead to the disqualification of applicants;*
- *No faxed or emailed applications will be considered;*
- *Correspondence will be limited with selected applicants;*
- *The Municipality reserves the right not to appoint in respect of the advertised posts.*
- *The Municipality will not be liable for Subsistence & Travel (S &T) Claims expenses.*

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: MUNICIPAL MANAGER

The Municipal Manager
Matatiele Local Municipality
102 Main Street
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.

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.

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MR. L. MATIWANE
MUNICIPAL MANAGER

Notice No: 2024/2025-39

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 and Development Unit.