



4/3/1

NOTICE NO. 08 OF 2024

EXTERNAL STAFF VACANCY

Applications are invited from suitably qualified persons for the below-mentioned posts. King Sabata Dalindyebo Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability, and as such the relevant policy will be considered during selection and placement.

DEPARTMENT	:	CORPORATE SERVICES
POST NAME	:	DIRECTOR: CORPORATE SERVICES
EMPLOYMENT	:	PERFORMANCE BASED PERMANENT POSITION
ALL INCLUSIVE PACKAGE:		MINIMUM : R 1,016, 855.00 PER ANNUM MIDPOINT : R 1, 158, 646.00 PER ANNUM MAXIMUM : R 1, 315, 065.00 PER ANNUM (as determined by Notice No.: 3541 of June 2023 on Upper Limits For Senior Managers for a Category 4 Municipality)

MINIMUM REQUIREMENTS

- Matric Certificate
- A Post Graduate Degree in Public Administration / Management Science / Law or relevant qualification at NQF Level 8 with a minimum of 120 credits.
- A minimum of 7 years work-related experience in senior and middle management level, of which at least 2 years must be at senior management level;
- Sound knowledge and understanding of local government legislation.

- Proof of Computer Certificate with all office applications.
- A Valid driver's license.
- Compliance with the Municipal Regulations on Minimum Competency Levels IGNR. 493 published under GO. 29967 of 15 June 2007 and as amended by GNR. 1146 published under GG. 41996 of 26 October 2018 (Candidates who have not yet attained the required Minimum Competency Level in the Unit Standards prescribed for a Senior Managers in Regulation 7 of the Regulations, will be afforded 18 (eighteen) months from date of appointment to attain such competency as prescribed).
- **Applications must be submitted** on an APPROVED KING SABATA DALINDYEBE LOCAL MUNICIPALITY APPLICATION FORM (signed and dated), obtainable from www.ksd.gov.za.

COMPETENCIES

- Core and leading competencies as described in Performance Regulations.

KEY PERFORMANCE AREAS (Not limited to):

- Provide strategic leadership and management to Corporate Services department.
- Guides the effective, efficient and economic financial management and administration of Corporate Services' financial resources in line with the MFMA, Financial Regulations and Treasury Instructions.
- Leads the effective and efficient provision of human capital management function, facilities management, Information and Communications Technology (ICT), Customer Care, Council Support and Secretariat, and records management.
- Oversees the supply chain management practices and management of Municipal assets for Corporate Services Department.
- Contributes towards effective and efficient audit processes.
- Governance and risk management.
- Develop and implement the performance management system of the directorate.
- Manage the Directorate's budget planning, implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan.

- Provide advice and support to the Council, the Municipal Manager and other office bearers on all functions of the Directorate.
- Direct the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations, policy and bylaw development and proper use of municipal property.

DEPARTMENT	:	BUDGET AND TREASURY OFFICE
POST NAME	:	CHIEF FINANCIAL OFFICER
EMPLOYMENT	:	PERFORMANCE BASED PERMANENT POSITION
ALL INCLUSIVE PACKAGE:		MINIMUM : R 1,016, 855.00 PER ANNUM MIDPOINT : R 1, 158, 646.00 PER ANNUM MAXIMUM : R 1, 315, 065.00 PER ANNUM (as determined by Notice No.: 3541 of June 2023 on Upper Limits For Senior Managers for a Category 4 Municipality)

MINIMUM REQUIREMENTS

- Matric Certificate
- A Post Graduate Degree in Accounting, Finance or Economics or relevant qualification at NQF Level 8 with a minimum of 120 credits or Chartered Accountant [SA].
- A minimum of 7 years work-related experience in senior and middle management level, of which at least 2 years must be at senior management level;
- Sound knowledge and understanding of local government legislation.
- Proof of Computer Certificate with all office applications.
- A Valid driver's license.
- Compliance with the Municipal Regulations on Minimum Competency Levels IGNR. 493 published under GO. 29967 of 15 June 2007 and as amended by GNR. 1146 published under GG. 41996 of 26 October 2018 (Candidates who have not yet attained the required Minimum Competency Level in the Unit Standards prescribed for a Senior Managers in Regulation 7 of the Regulations, will be afforded 18 (eighteen) months from date of appointment to attain such competency as prescribed).

- **Applications must be submitted** on an APPROVED KING SABATA DALINDYEBO LOCAL MUNICIPALITY APPLICATION FORM (signed and dated), obtainable from www.ksd.gov.za.

COMPETENCIES

- Core and leading competencies as described in Performance Regulations.

KEY PERFORMANCE AREAS (Not limited to):

- Provide strategic leadership and management to Budget and Treasury Office.
- Guides the effective, efficient and economic financial management and administration of Budget and Treasury Office's financial resources in line with the MFMA, Financial Regulations and Treasury Instructions.
- Leads the effective and efficient provision of budget planning and reporting, annual financial statements, financial accounting, revenue management, fleet management, assets management, supply chain management, expenditure and valuation.
- Contributes towards effective and efficient audit processes.
- Governance and risk management.
- Develop and implement the performance management system of the directorate.
- Manage the Directorate's budget planning, implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan.
- Provide advice and support to the Council, the Municipal Manager and other office bearers on all functions of the Directorate.
- Direct the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations, policy and bylaw development and proper use of municipal property.

Enquiries may be directed the Staff Provisioning Office at 047 – 501 – 4102 /4008 / 4100 / 4110 / 4386 (Munitata Building, Mthatha).

PLEASE NOTE:

- i. Preference will be given to suitable qualified person in line with the employment equity act and approved employment equity plan of KSD

Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.

2. Applicants should submit their applications together with covering letter, CV'S and certified copies of their qualifications, academic record, [Matric certificate must also be attached] ID- document and Driver's licence [where applicable].
3. Faxed and e-mail applications are not accepted, applications received after the closing date and time and applications without certified copies of documents will strictly not be considered.
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference check, criminal checks and competency assessment (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
6. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
7. **CLOSING DATE: NOT LATER THAN FRIDAY 25 April 2024.**

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Hand delivered applications must be forwarded to:

Office 243 in the Office of the Chief Operations Officer, 2nd Floor, Munitata Building or Post to: The Director Corporate Services KSD Local Municipality.
P. O. Box 45. MTHATHA 5099.

*KSD Fraud and Corruption Hotline **0800 360 634***



**N. PAKADE
MUNICIPAL MANAGER**