

BLUE CRANE ROUTE MUNICIPALITY



NOTICE No.02/2020

Re-advertisement

Blue Crane Route Municipality is inviting applications for the following senior management vacancy from suitably qualified professionals

Director Corporate Services

Those who applied are encouraged to reapply

TERM: The post is subject to a Fixed Term 5 year Contract of Employment

STATION: Corporate Services Building, 88 Nojoli Street, Somerset East

The total remuneration package applicable to a Grade 2 Municipality per annum is offered. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Manager). **The remuneration package will be revised in the current financial year taking to account Cost of Living Adjustment.**

Minimum	Midpoint	Maximum
R857 571.00	R980 082.00	R1 011 991.00

In order to meet the needs of Blue Crane Route Municipality, the successful applicant must conform to the following requirements:

MINIMUM REQUIREMENTS: A Bachelor's degree in Public Administration / Management Science / Law, or equivalent * Minimum of Five (5) years' experience at middle management level* Have proven successful management experience in administration * Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, dated 14 January 2014 * Compliance in terms of the Financial and Supply chain management competency of **Circular No. 60 of 15 June 2007** read with Government Gazette **No. 40593 of 3 February 2017 on the extension.** * A Code B driver's licence is essential * Own transport.

KNOWLEDGE * Good knowledge and understanding of relevant policy and legislation * Good knowledge and understanding of institutional governance systems * Proven successful management experience in administration * Good knowledge of Corporate Support Services, including Human Capital, Legal Services, Information and Communications Technology (ICT), Council Committee Support Services, Registry and Office Auxiliary Services, Customer Relations management * Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) * Good Governance * Labour Relations Act, and other labour related prescripts * Legal background and human capital Management * Knowledge of co-ordination and oversight of all specialized support functions * Knowledge of local government environment, excellent communication and negotiating skills at all levels of local government * Good skills in conflict resolution, problem solving and ability to be decisive. Excellent facilitation and communication skills in at least two of the three official languages of the Blue Crane Route Municipality.

CORE FUNCTIONS * Human Resources Management * Legal Services * Information and Communications Technology (ICT) * Customer Relations Management * Administration Services * Corporate support to other departments.

Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal records will be verified. The candidates will be required to disclose all financial interests.

An official application form applicable to Senior Managers (available on the municipal website) **must** be completed and must be accompanied with a **covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's licence** and the names of three contactable references from current and previous employers must be provided. No Z85 application forms shall be accepted.

Applications must be posted / couriered to **Blue Crane Route Municipality, P. O. Box 21, Somerset East, 5850** or hand delivered to the Human Resource Office, 88 Nojoli Street, Somerset East, 5850 **by the closing date** indicated in this advertisement.

Application forms are available on the Blue Crane Route Municipality website (www.bcrm.gov.za). Only the prescribed application form for Senior Managers must be used.

For enquiries contact the Municipal Manager: Mr Thabiso Klaas at (042) 243-6400 during office hours.

PLEASE NOTE:

1. Appointment will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the municipality, including those with disabilities.
2. **ONLY** hard-copy applications will be considered, **No** electronic or faxed applications will be accepted.
3. **No late applications will be considered.** Canvassing of Councillors and Senior Officials with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. **Please quote notice number as reference.**
5. Appointment is subjected to the signing of an employment contract and performance agreement in terms of section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

Correspondence will be limited to shortlisted candidates only, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful.

No late applications will be considered. **BLUE CRANE ROUTE MUNICIPALITY** reserves the right not to make any appointments.


MR. THABISO KLAAS
MUNICIPAL MANAGER

CLOSING DATE: 21 February 2020 at 12h00