



THEMBISILE HANI LOCAL MUNICIPALITY

VACANCY

CORPORATE SERVICES DEPARTMENT

MANAGER CORPORATE SERVICES (RE- ADVERT)

Salary: All inclusive package from R 726,954, R 816,803, R 906,651, per annum as per Government Gazette Volume 613 No: 40118 of 04 July 2016 (Total remuneration packages to municipal managers and managers directly accountable to municipal managers). Five-year fixed term performance based contract. The incumbent must sign an employment contract, a performance agreement and disclosure of financial interest

Requirements: Bachelor degree in Public Administration/Management Sciences/Law; or equivalent • Minimum of five (5) years' experience at middle management level have proven successful management experience in administration • Good knowledge and understanding of relevant policy and regulations • Good knowledge and understanding of institutional governance systems and performance management • Good knowledge of corporate support services; including Human Capital management, Legal Services and Council support, Information communication technology & records management and fleet management Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000(Act No.5 of 2000); Labour Relations Act, and other labour – related prescripts; and knowledge of coordination and oversight of all specialized support functions • Meet minimum competency levels as per MFMA as well as competency requirements by MSA • **Must meet core competency requirements on the following skills:** Strategic Direction and Leadership • People Management • Program and Project Management • Financial Management • Change Leadership • Governance Leadership • Moral Competence • Planning and Organizing • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus • Must be computer literate and have a valid driver's license • Must be willing to undergo security vetting.

Key responsibilities: Overall management of the Corporate Services business unit, Policy formulation, strategy development, corporate governance promotion • Developing, implementing and managing Strategic goals, procedures and plans and align these with the Municipality's objectives Compiling/Updating delegated powers as stipulated in the Municipal systems Act • Providing strategic support to the organization in terms of Human capital and Labour Relations, General Administration, Information Technology and records management, Stakeholder Management, Legal Services and Council support and fleet management • Support the development of high performance quality systems • Understand and mitigate key elements of the company's risk profile • Provide council support function.

Applicants must use annexure C (Application Form) of the Local Government: Regulations on appointment and conditions of employment of senior managers obtained from our website: www.thembisilehanilm.gov.za

TECHNICAL SERVICES DEPARTMENT

PLANT OPERATOR: OXIDATION PONDS

Salary: R173133-174864-176076pa (Excluding Benefits) (Post Level: 10)

Requirements: Grade 12, National Diploma in Civil Engineering/Water Care/Community in Water and sanitation, must be able/registered as a class III process controller • One-two year's water plant operation (oxidation ponds) experience • Must be physically fit and willing to work in all weather conditions and outside of normal working hours, during emergencies and planned overtime.

Key Responsibilities: Responsible for valve operation to control and regulate water levels and flow to and from storage units • Testing of water samples, referring to specifications to determine deviation, reporting outcomes and implementing corrective measures • Regulate chemical levels; activate/ de-activate pumps to commence/ stop the movement of treated/ untreated waste water • Report on plant conditions to Supervisor • Execute instructions to address deviations / disruption to process and mechanical operations • Log activities/ outcomes of process in registers, indicating time, incident, and action • Submit for verification and approval • Cleaning of inlet works and make daily meter readings.

Application letters, indicating the position you are applying for, in a sealed envelope, must include a comprehensive CV with at least three contactable references and email addresses of the referees, certified copies of qualifications & ID document can be submitted to: The Municipal Manager, Thembisile Municipality, Private Bag x 4041, Empumalanga, 0458, **or can be handed in at the:** Human Resource Office in 24 Kwaggafontein C.

CLOSING DATE: 26 JANUARY 2017 AT 15H30.

For more information: Ms NP Tjia, at tel: (013) 986 9100.

No faxed or e-mailed applications will be accepted.

Canvassing in respect of this positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful.

The municipality reserves the right not to make an appointment and no correspondence will be entered into. Successful candidates may be subjected to a screening and/or security clearance process.

Thembisile Hani Municipality is an equal opportunity Employer and all appointment made will be in accordance with the Employment Equity Act. People living with disabilities are highly encouraged to apply. All people living with Disability should state clear on their application letters what kind of disability they are living with.