

PIXLEY KA SEME
DISTRICT MUNICIPALITY

ADVERTISEMENT

VACANCY

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

SENIOR MANAGER CORPORATE SERVICES

Fixed five (5) year contract

REQUIREMENTS:

- Bachelor's degree in Public Administration/ Management Science or Law.
- A certificate in Municipal Finance Management Programme
- Five (5) years experience at middle management level. Have proven management experience in administration
- Computer literacy in MS Software packages viz Word, Excel and Powerpoint
- Community development, Project management

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
 - Council support
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000
- Good Governance
- Labour Relations Act and other labour related prescripts
- Legal background and human capital management
- Knowledge of coordination and oversight of all specialised support functions

RESPONSIBILITIES

- Leadership and direction of the department through managing all the sub-divisions effectively to fulfil the objectives of the municipality
- Fulfill all the legislative requirements of the department as prescribed in the Constitution of South Africa and all the different legislation guiding Local Government.
- Managing and control the following sub-divisions: HR, Support Services, Legal Services and Labour Relations, Housing and Disaster Management.
- Budget planning and control over the budget of the department
- Submission of annual reports to Municipal Manager and Council
- Performance management and development of all the different sub-divisions.

Remuneration: R 660,487 – R 807,262.00 annum .

ENQUIRIES: Mr RE Pieterse, Municipal Manager, Telephone number 053-6310891.

An application form obtainable from our website www.pksdm.gov.za , accompanied by a full CV and certified copies of qualifications, certificates, ID and valid drivers licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

NB: In case of applicants with foreign qualifications , applicants must provide proof from SAQA. (South African Qualifications Authority)for the verification of such qualifications.

No faxed or e-mailed applications will be accepted.

Closing date:08 February 2016



RE Pieterse
Municipal Manager
Pixley ka Seme
District Municipality
Private bag X1012
De Aar , 7000