



**RAYMOND  
MHLABA**  
MUNICIPALITY  
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UMANYANO KUPHILELISO

T. 046 645 7400/7451 | F. 046 645 2562  
8 SOMERSET STREET  
FORT BEAUFORT | 5720  
P.O. BOX 36 | FORT BEAUFORT | 5720

## VACANCY

The Raymond Mhlaba Local Municipality is a Category B Municipality, established after the amalgamation of Nkonkobe and Nxuba Municipalities. It has its administrative seat in Fort Beaufort and its Council seat in Alice. The Raymond Mhlaba Municipality comprises of the historic towns of Alice (home of University of Fort Hare), Fort Beaufort, Hogsback, Middledrift, Debe Nek, Seymour, Balfour, Adelaide and Bedford. It also serves a large rural area in addition to the towns. The Raymond Mhlaba Local Municipality falls in the Amathole District Municipality in the province of the Eastern Cape. It is looking for visionary, inspirational, customer-oriented, high-calibre and trend-setting strategists to fill the following position.

### **DIRECTOR: CORPORATE SERVICES**

**DURATION : 5 YEARS FIXED TERM EMPLOYMENT CONTRACT**

**REMUNERATION : A total remuneration package will be negotiable as per the Municipal Systems Act Regulations**

#### **MINIMUM REQUIREMENTS:**

- A Bachelor's Degree in Public Administration, Management Science, Human Resources and Law
- A Postgraduate degree will be an added advantage.
- Certificate in Municipal Financial Management Programme or Certificate in Municipal Development (CPMD) is a requirement in terms of the Minimum Competency Requirements of National Treasury Regulations or the appointed candidate must complete the competency requirements within 18 months of appointment as amended treasury regulations of 2017.
- A minimum of 5 years' experience at middle management level
- Have proven successful management experience in administration
- The ability to develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the municipality.
- Must have extensive knowledge of local government legislation, policies, standards and procedures including the finance management act.
- A valid Code B driver's licence.

#### **RESPONSIBILITIES:**

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- Leading and directing the Corporate Services Directorate.
  - Ensure the Municipality is provided with an effective support services regarding corporate administration, human resources and information technology.
  - Manage corporate administration functions which relate to the provision of records management, Council and Committee Secretariat, IT Services, Fleet Management Services and Legal Services, Management of Municipal Units.
  - Managing the directorate's budget planning, implementation and budget review to support priorities and deliveries in the context of IDP.



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- Advising the Municipal Manager timeously and effectively on matters pertaining to the Directorate.
- Manage Human Resource portfolio in accordance with labour legislation and collective agreements.

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#### IMPORTANT NOTICE TO APPLICANTS:

Shortlisted candidates will be subject to qualifications verification process, security vetting clearance, criminal record checks and background screening and competency assessment. Successful candidates will be required to disclose the financial interests, sign employment contract and performance agreement. Competency assessment will be done to recommended candidates. Applications must be submitted on the Prescribed Annexure C forms of government Gazette No. 37245 dated 17 January 2014. The application form can also be obtained from the municipal website.

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For enquiries please contact Ms. N. Kopana, the Acting HR Manager at the following numbers (046) 645 7422/7414

Raymond Mhlaba Municipality is committed to employment equity and therefore in this appointment such factors will be taken into account. Raymond Mhlaba is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with the shortlisted candidates. If you have not heard from us within 3 months of the closing date, regard your application as unsuccessful. The Council nevertheless appreciates the interest shown by all applicants.

Raymond Mhlaba reserves the right not to appoint any applicant to the said vacancy. Application form together with a comprehensive Curriculum Vitae and certified copies of qualifications, identity document and valid driver's licence, must be addressed to: **The Municipal Manager, Raymond Mhlaba Municipality, P. O. Box 36, Fort Beaufort, 5720** and should reach the afore-mentioned by not later than 12:00 on the **19 July 2022**. Failure to attach the required documents will disqualify your application. Canvassing of Councillors is not permitted and proof thereof will result in disqualification. No faxed or e-mailed applications will be considered.

  
**Ms U. T. MALINZI**  
**Municipal Manager**  
**Raymond Mhlaba Municipality**