



RAYMOND
MHLABA
MUNICIPALITY
EMANYANO KUPHOBILENO

Tel: 046 645 7400/7451 | Fax: 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 positions.

DIRECTOR: CORPORATE SERVICES

All-inclusive salary package: (As per the Municipal Systems Act Regulations)

Requirements include: A Bachelor's Degree in Public Administration, Management Science, Human Resources and Law; 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 license.

Duties include: 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; 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.

Kindly note that a successful candidate will be required to sign both written employment contract and performance agreement with the municipality and will further be required to disclose his/her financial interests as well as pending cases against them.

NB: Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted. Qualifications, credit and criminal records of candidates will be vetted. An application form (obtainable from the municipal website) together with a comprehensive Curriculum Vitae and certified copies of qualifications and identity document must be addressed to The Municipal Manager, Raymond Mhlaba Local Municipality, No. Street, 8 Somerset Street Fort Beaufort (KwaMaqoma), 5720 and should reach the afore-mentioned not later than **2 August 2024 at 12h00. No faxed or emailed applications will be considered.**

Raymond Mhlaba Municipality is committed to employment equity and therefore in this appointment such factors will be considered. Women and People living with Disabilities are encouraged to apply. Raymond Mhlaba Municipality 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. Council nevertheless appreciates the interest shown by all applicants.

Raymond Mhlaba reserves the right not to appoint any applicant to the said vacancy. Failure to attach the required documents will disqualify your application. Canvassing of Councillors is not permitted, and proof thereof will result in disqualification.

For further enquiries regarding this advert, please contact the Municipal Manager at 046 645 7451 or email mmoffice@raymondmhlaba.gov.za.


UT MALINZI
MUNICIPAL MANAGER

RAYMOND MHLABA MUNICIPALITY