



FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of quality in service rendering. The municipality has the following vacancies:

RE-ADVERTISEMENT

(NB: This is a re-advertisement, and applicants who applied before must re-apply)

**DEPARTMENT: ADMINISTRATION
VACANCY: DIRECTOR ADMINISTRATION**

Ref. no: 01/17

Contract post

Five year fixed term employment contract

Remuneration package: R726 954.00 – R906 651.00 per annum (all inclusive package)

Remuneration package will be paid as per the applicable notice 287 of 2016: total packages payable to municipal managers and managers directly accountable to municipal managers.

Job requirements: B Degree in Public Administration, management sciences, law or equivalent qualification; a post graduate qualification in Public Administration will be an added advantage. The successful candidate must meet the minimum competency requirements in accordance with the requirements set out in the Government Gazette 2997. Five years experience at middle management or senior management and should have proven administration experience. Five years experience at senior management level is an added advantage. Good knowledge of corporate support services, including secretariat services, auxiliary services, administration archives and records management, disaster management, human resources management, property and facilities management, information technology management, environmental health and disaster management.

Knowledge, skills and competencies: Good knowledge and understanding of relevant policies and legislation. The municipality is seeking a strategic thinker for this role who can demonstrate executive disposition and conceptual, judgmental and interpretative abilities. There is a high demand at this level for attention and prompt response to community related queries and specific priorities and mandates of council. The incumbent must be able to plan and organise, control resources, communicate, negotiate and place emphasis on time and service level standards.

Key performance areas: Development of the department's long and short term goals, objectives and programs to support the service delivery priorities of the municipality's Integrated Development Plan. To oversee the capital and operational budgeting requirements for projects and programmes and to enable effective functioning of the Department. To initiate and lead research into policy provisions and regulations in accordance with legislative prescripts. To provide an advisory service to the municipality on complex issues relating to human resources management, employee relations, environmental health, disaster management and other administrative governance and compliance matters. To provide guidance and support to the municipality on matters of legislative compliance, good governance, legal and procedural matters pertaining to the area of function of the Department. To maintain oversight and accountability for the development of tender specifications and Memorandum of Agreements for the identification and appointment of service providers to support the Administration Services Directorate with projects and programmes. To oversee the management responsibilities associated with the implementation of the Districts Disaster Management Plan and implement the appropriate measures to give effect to Council's resolution and the objectives of the IDP.

To oversee the management responsibilities associated with the implementation of the Districts Environmental Health Management Plan and implement the appropriate measures to give effect to Council's resolution and the objectives of the IDP. To oversee the management responsibilities associated with maintaining compliance with Human Resources national, regional and local collective agreements applicable to the local government sector. To oversee the management responsibilities associated with the maintaining and promoting an effective employee relations climate within the municipality. To direct and control the identification, planning and management of the Information Technology requirements for the district and local municipalities and conduct evaluations to determine conformity with service level agreements. To evaluate and align administrative governance systems and procedures associated with the management of the Archives and Records of the Municipality. To direct and control the maintenance and security of municipal offices facilities and project manage building improvement or the construction of new office facilities. Establish reporting systems and processes to manage the administrative reporting requirements in relation to the activities and deliverables of the various functions within Administration Services. Create synergies and strategic stakeholder partnerships to foster and continuously improve service delivery standards.

NB: An application form specifically designed for appointment of senior managers must be completed and accompanied by a detailed curriculum vitae. Applications not made on the official form and not accompanied by certified copy of ID and qualification documents will not be considered.

The successful candidate will be subjected to a reference check and vetting process. The candidate must sign an employment and performance contract.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mr. Joseph Ndlazi/Ms. Pulane Matsitse, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.

Closing Date: 22 February 2017

MUNICIPAL MANAGER, MS. ZM BOGATSU