

# **NXUBA MUNICIPALITY**



**Notice No 35/2011**

**20/10/2011**

## **STAFF VACANCY:**

Nxuba Local Municipality comprises Adelaide and Bedford and surrounding rural areas, situated in the North Western part of Amathole District Municipality, Eastern Cape.

The Municipality is seeking dynamic and appropriately academically qualified persons to head its departments.

### **1. CORPORATE SERVICES MANAGER**

#### **REMUNERATION**

- An all-inclusive package negotiable for a three year renewable performance based contract

#### **REQUIREMENTS**

- At least NQF Level 6 ( three year degree or Higher Diploma) academic qualification in Management or Behavioural Sciences
- A minimum of five years' work experience on Senior Management level, preferably at a Local Government institution
- Knowledge and experience of good corporate governance and compliance in a government environment as well as policy formulation and implementation
- Practical understanding of the constitutional , legislative and policy frameworks governing the local sphere of government and in particular, the responsibilities of senior managers in terms of the Municipal Systems Act (32 of 2000) and the Municipal Finance Management Act (56 of 2003)
- Proven skills relating to leadership, organisation, planning and computers
- Valid Code 8 Drivers' Licence

## **RESPONSIBILITIES**

- Providing strategic guidance and leadership towards the rendering of Human Resources management and Administration services for the Municipality.
- Providing an advisory services to the senior management and council leadership regarding relevant policy and legislative issues to compliance
- Compiling and managing the Directorate's annual budget
- Ensuring optimum utilization of Council resources
- Leading and managing staff of the Corporate Services Department
- Developing effective, sustainable Administrative facilities and systems
- Managing all Human Resources systems and procedures
- Handling all Labour Relations matters
- Implementation and development of all Policies and Plans
- Managing archives and libraries in terms of National Regulations
- Assisting in development and revision of By-laws
- Assisting in Land Administration issues

## **RESPONSIBLE TO**

- The Corporate Services Manager will be accountable to the Municipal Manager.

Applicants who meet the minimum requirements may hand in or mail their applications, comprising a comprehensive CV with at least three contactable references and certified copies of qualifications, to

The Municipal Manager  
Nxuba Municipality  
Private Bag X350  
ADELAIDE  
5760

No telefax, e-mail or late applications will be considered.

Canvassing with Councillors or officials with the view of obtaining an advantage in the selection and appointment process is not permissible, and proof thereof will result in disqualification.

If no reply to your application has been received within 60 days of the closing date, please regard your application as not having been successful.

The Municipality subscribes to the principles of Employment Equity.

Enquiries can be directed to Mrs B. Piko at Tel: 046-684 0034

**CLOSING DATE: Friday, 07 October 2011**

**M. BONGCO  
MUNICIPAL MANAGER**