



LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seat in Standerton, invites applications from qualified, motivated and innovative individuals for the following position to become part of and join a dynamic and growth orientated Local Authority.

**EXTERNAL ADVERTISEMENT
EXECUTIVE MANAGER CORPORATE SERVICES
PERMANENT APPOINTMENT
(AS PER GG NO. 46740 OF AUGUST 2022)
LOCATION: STANDERTON
REFERENCE NUMBER: MM/EMCS/01**

TOTAL REMUNERATION PACKAGE PER ANNUM: MINIMUM R1,016,855 MIDPOINT R1,158,646 MAXIMUM R1,315,065

MINIMUM REQUIREMENTS

- Grade I2
- A Bachelor's Degree in Public Administration / Management / LLB.
- A post-graduate qualification in the field will be an added advantage.
- Minimum competency level certificates as required by national treasury shall be the added advantage.
- Candidates without minimum competency level certificate will be required to obtain it within 18 months if appointed.
- Minimum of 7 years at senior and middle management levels, of which at least 2 years must be at senior management level.
- Must be a goal driven, a team player, problem-solver and innovator.
- Ability to provide strategic and innovative leadership
- Excellent communication & leadership skills.
- A valid driver's license.
- Good knowledge and understanding of relevant policy, legislation, institutional governance systems and performance management systems.
- Knowledge of coordination and oversight of all specialized support functions.
- Knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act
- Need to undergo screening, security vetting and competency assessment.
- Successful candidate shall be required to sign an employment contract, a performance agreement and disclosure of financial interest.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Good knowledge and understanding of relevant policy and legislation *Good knowledge and understanding of institutional governance systems and performance management *Good knowledge of corporate services including human capital management, records management, facilities management; information communication technology, council support and administration; good governance; Labour Relations Act and other labour-related prescripts; legal background and human capital management

CORE COMPETENCIES: *Strategic direction and leadership, People Management Program and Project Management, Financial Management, Change and governance leadership. Planning and organising, Analysis an innovation, Knowledge and information management, Communication and presentation skills, Results and Quality focus.

KEY PERFORMANCE AREAS: The successful candidate will report directly to the accounting officer, responsible to lead, direct and manage staff within the Corporate Services directorate so that they are able to meet their departmental and organizational objectives. * Formulate corporate services master plans, project management and implementation. *Project manage implementation key plans and projects. *Manage direct and control key deliverables and outcomes associated with the department. *Develop short- and long-term strategic plans for the department. *Manage departmental budget/systems/personnel/other resources and services rendered by the department. *Manage the Human Resources Management, Legal Services, Information Communication Technology and Council Secretariat and Administration divisions. *Advice management and council on administrative matters. *Manage departmental resources in accordance with applicable legislation and regulations. * Establish, operate and maintain structures, processes and systems. *Provide strategic support and oversee the provision of support services in all units within the municipality and department. *Direct and control key deliverables and outcomes for the department. Liaise with internal and external stakeholders. *Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices and operating standards compliance

Please Note:

1. Interested internal applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Manager Human Resources), PO BOX 66, Standerton 2430** or hand deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyer Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful
4. Lekwa Local Municipality reserves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers, criminal record as well as academic institutions
6. Canvassing Councillors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant
7. People from previously disadvantaged groups and people with disability are encouraged to apply &
8. The Application Form for Employment obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za. Must be completed.

9. For further enquiries please contact the Manager Human Resources, Mrs. NA Khatu at nkhatu@lekwalme.gov.za

Notice: /2023

Closing date for applications: 26 January 2024



M. LAMOLA
MUNICIPAL MANAGER