



# UMDONI MUNICIPALITY

**THE J.E.W.E.L OF THE SOUTH COAST**

**MUNICIPAL NOTICE – MN206/2024  
GENERAL MANAGER: CORPORATE SERVICES  
PERMANENT CONTRACT**

**Total Remuneration Package:**

**Minimum: R913,969 - Midpoint R1,026,932 - Maximum – R1, 123,501 per annum cost to council.**

Applications are herewith invited from suitably qualified persons for appointment in terms of the Municipal Systems Act, Act no 32 of 2000 and Local Government Regulations on the Appointment and Conditions of Employment of Senior Managers of 17 January 2014, Government Gazette Number 37245 on a permanent contract. The incumbent will be based in the Umdoni Municipality Offices located at Scottburgh Main Office.

## **REQUIREMENTS**

Bachelor of Science Degree in Public Administration/ Management Science/Law or Equivalent • A qualification relating to the National Treasury Competency Requirements for Senior Certificate e.g. CPMD/MFMP will be an added advantage, however the new employee shall be required to attain the Minimum Competency Level in the Unit Standards for each competency area within 18 months from the date of appointment • Computer Literacy in Word, Excel and PowerPoint programme is required • A valid drivers license is essential • 5 years experience at middle management level • Good knowledge and understanding of relevant policy and Legislation • Good knowledge and understanding of Corporate Support Services, including human capital management, legal services facilities management, information communication technology and Council Support • Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act 2000 (Act No5 of 2000) • Good Governance • Labour Relations Act and other related prescripts • Legal background and Human Capital Management and knowledge of coordination and oversight of all specialized support functions

**Key performance areas:** Direct and coordinate the programs specific to Corporate Services department • Ensure that the administration of the Municipality is running smoothly, that all administrative and legal processes and prescripts are compiled with • Provide sufficient and proper HR function appoint the necessary staff and ensure proper training and functioning • Ensure that the proper portfolio of the Municipality is properly administered maintained and all related matters are being dealt with • Ensure that proper labour relations is practiced in the workplace • Ensure that all legal matters and attended to that all contracts, tenders, documentation comply with legislative procedures and to provide legal advice where needed • Oversee Council Support and ICT function and ensure that Municipal Administration runs smoothly • Ensure that a service of high quality, standards and professionals is rendered by Departments within Corporate Services.

The successful candidate will be required to sign a permanent employment contract and annual performance agreement in accordance with the provisions of the Local Government Municipal Systems Act, 32 of 2000 and also the candidate will be subjected to screening and security clearance to determine their suitability for employment, including but not limited to: Criminal records; Credit worthiness; previous employment (reference checks); and Qualification Verification. The person appointed to this position will be subjected to a competency assessment test.

The municipality reserves the right not to make an appointment. No faxed or e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

Interested persons must apply for the post by completing the Application Form which is obtainable from the municipal website and the HR office together with comprehensive CV, a covering letter and three (3) names of contactable references as well as CERTIFIED copies of qualifications, Identity document and Driver's license in an envelope marked "**PRIVATE & CONFIDENTIAL**" to: **Mr. SE NXELE, Acting Municipal Manager, PO Box 19, Scottburgh, 4180** by no later than **14 October 2024 at 16:00**. Alternatively, applications may be hand delivered to the Scottburgh Municipal Offices.

**Failure to submit the application on the prescribed application form together with the required documents as detailed above will result in applications being disqualified.**

**UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.**

Council reserves the right not to make an appointment.

We thank all applicants for their interest. Communication will be with short listed candidates only.

Municipal Offices  
Cnr Bram Fischer & Williamson Street  
PO Box 19  
Scottburgh  
4180  
Phone: (039) 976 1202

**MR. SE NXELE  
ACTING MUNICIPAL MANAGER**