



UMDONI MUNICIPALITY

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

MUNICIPAL NOTICE – MN 205/2024
GENERAL MANAGER: COMMUNITY SERVICES
PERMANENT CONTRACT

Total Remuneration Package:

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

Requirements: Bachelor's degree in Social Science, Public Administration /Law or Equivalent • A qualification requiring in the National Treasury Competency requirement for Senior Officials 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 programs required • A valid driver's license is essential. Added advantage Registration with SA Councils for Social Service Professionals (SACSSP) or similar recognized relevant professional body • 5 years' experience at middle management level • Proven successful institutional transformation within public or private sector • Understanding of Council operations and delegations of powers and amongst others management of services such as Parks and Recreation, Beach Management, Fire and Rescue, Library, Cemeteries, Verge maintenance, Disaster and Fire , Facilities Management , Traffic and Law Enforcement.

Competencies: Have Knowledge and understanding of public or private sector • Knowledge and understanding of relevant policies and legislation governance systems and performance management • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)

Key Performance Areas: Direct and manage activities of Community Services Department which include providing an advisory service to Council regarding all aspects dealing with his/her scope of work and carrying out Council decisions • Knowledge of applicable legislation related to the community services • Perform human resources and administrative activities • Development implementation and management of strategic goals , policies procedures and plans for his/her Department and advices • Responsible for Parks and Recreation, Beach Management, Fire and Rescue, Library, Cemeteries, Verge maintenance, Disaster and Fire , Facilities Management , Traffic and Law Enforcement sections • Develop and implement capital and operational budget • prepare and provide reports on the activities of the Departments as and when required • Provide relevant advice to the Municipal Manager and Council • Perform human resources and administrative activities • Develop and implement appropriate policies • Manage the staff complement to ensure optimum utilization of Council resources.

Vacancy Location: South Africa, KwaZulu Natal, South Coast, Scottburgh

Delivery Address: Umdoni Municipality, P O Box 19, Scottburgh,4180 or Physical Address: Corner Bram Fischer and Williamson Street, Scottburgh 4180, between 7H30 to 16H00.

Appointments are made according to the Local Government Systems Act, 2000 (Act No 32 of 2000), Local Government: Municipal Systems Act, 2022 (Act No 3 of 2022) And Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers (as published on 17 January 2014).

The successful candidate will undergo security vetting and will be expected to sign an employment contract, performance agreement and a disclosure of financial interests. Candidates may be required to submit proof of the NQF Level applicable to the qualifications they obtained. Canvassing for appointment will automatically disqualify an applicant The Directorate: Human Resources will not accept responsibility for information not mentioned in applications • Shortlisted candidates will undergo competency evaluation and will be subjected to reference checks of the previous or current employers and references will be contacted. Verifications will be done on his/her qualifications, criminal and credit records.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Applicants should be a South African citizen or permanent resident.

SHOULD the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-adverts

Enquiries regarding this position may be directed to: The General Manager Corporate Services, P. O Box 19, Scottburgh, 4180 and on Tel: 039 9761202 or email:

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: **Mrs. TC Ndiela, Municipal Manager, PO Box 19, Scottburgh, 4180** by no later than **01 August 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.

If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful. NO late applications will be accepted. NO e-mails or faxes will be accepted.

UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.

Council reserves the right not to make an appointment.
Communication will be with short listed candidates only.

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



**MRS. TC NDLELA
MUNICIPAL MANAGER**

ANNEXURE C

APPLICATION FORM FOR EMPLOYMENT

TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the *Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)*.

| A. DETAILS OF THE ADVERTISED POST (as reflected in the advert) | | | | |
|---|--------------------|--------------|--------|-------|
| Advertised post applying for | | | | |
| Reference number | | | | |
| Name of Municipality | | | | |
| Notice service period | | | | |
| B. PERSONAL DETAILS | | | | |
| Surname | | | | |
| First Names | | | | |
| ID or Passport Number | | | | |
| Race | African | Coloured | Indian | White |
| Gender | | | Female | Male |
| Do you have a disability? | | | Yes | No |
| If yes, elaborate | | | | |
| Are a South African citizen? | | | Yes | No |
| If no, what is your Nationality? | | | | |
| Work Permit Number (if any): | | | | |
| Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below. | | | | No |
| Political Party: | Position: | Expiry date: | | |
| Do you hold a professional membership with any professional body? If yes, provide information below | | | | No |
| Yes | | | | |
| Professional Body: | Membership Number: | Expiry date: | | |
| C. CONTACT DETAILS | | | | |
| Preferred language for correspondence? | | | | |
| Telephone number during office hours | | | | |
| Preferred method for correspondence (Mark with an X) | Post | E-mail | Fax | |
| Correspondence contact details (in terms of above) | | | | |

| D. QUALIFICATIONS (Additional information may be provided on your CV) | | | |
|--|--------------------------------|---------------|---------------|
| Name of School / Technical College | Highest Qualification Obtained | Year Obtained | |
| | | | |
| Name of Institution | Name of Qualification | NQF Level | Year Obtained |
| | | | |

| E. WORK EXPERIENCE (Additional information may be provided on your CV) | | | | | | |
|--|----------|------|----|-----|----|--------------------|
| Employer (starting with the most recent) | Position | From | | To | | Reason for leaving |
| | | MM | YY | MM | YY | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment: | | | | Yes | | No |
| If yes, provide the name of the previous employing municipality: | | | | | | |

| F. DISCIPLINARY RECORD | | |
|---|-----|----|
| Have you been dismissed for misconduct on or after 5 July 2011? | Yes | No |
| If yes, Name of Municipality/ Institution: | | |
| Type of a Misconduct/ Transgression | | |
| Date of Resignation/ Disciplinary case finalised | | |
| Award/ sanction | | |
| Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet. | Yes | No |

| G. CRIMINAL RECORD | | |
|--|-----|----|
| Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet. | Yes | No |
| If yes, type of criminal act | | |
| Date criminal case finalised | | |
| Outcome/ Judgment | | |

| H. REFERENCE | | | | |
|---------------------|--------------|--------------------|------------------|-------|
| Name of Referee | Relationship | Tel (office hours) | Cellphone Number | Email |
| | | | | |
| | | | | |

| I. DECLARATION |
|--|
| <i>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.</i> |
| Signature: _____ Date: _____ |