



**MOHOKARE**  
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950

Tel: 051 673 9600

Fax: 051 673 1550

E-mail [info@mohokare.gov.za](mailto:info@mohokare.gov.za)

[www.mohokare.gov.za](http://www.mohokare.gov.za)

**Mohokare Local Municipality is situated in the Xhariep District with the head office in Zastron in the Free State Province. It subscribes to Employment Equity and Affirmative Action, Applications are hereby invited from suitably qualified and experienced candidates to apply for the following vacant positions which reports directly to the Municipal Manager.**

#### **DIRECTOR CORPORATE SERVICES**

**CONTRACT: Permanent Position.**

**REMUNERATION: All- inclusive remuneration package between R884 772 (minimum), R994 126 (midpoint), R1 087 610 (maximum) plus a 7% remote allowance as per Government Notice No 48789 of 14<sup>th</sup> June 2023 for Senior Managers for a Category**

Notice No: 48789 of 2023 on upper limits for Senior Managers: Category 2 Municipality.

#### **REQUIREMENTS:**

B degree in Public Administration/ Management Sciences/ Law or relevant qualification.

Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GN 21, GG 37245 dated 17 January 2014

#### **OTHER REQUIREMENTS**

The appointed candidate must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; willingness to work irregular hours with extensive travelling, compliance with limitation of political rights as contained in Municipal Systems Amendment Act, No 3 of 2022. The appointed candidate must be a South Africa Citizen or permanent resident with no criminal record.

#### **EXPERIENCE:**

At least 5 years' experience in middle management, preferably within a Local government environment. Knowledge of Local government/public sector legislation, policy, regulations, standards and procedures. Good Knowledge and understanding of Institutional governance systems and performance management. Good knowledge of corporate support services including human capital, legal, ICT, legal, council support and admin services. Have proven successful management experience in administration.

**ADDED ADVANTAGE:**

- Certificate in Municipal Financial Management Programme (MFMP) in terms of GN R493 as published in GG no 29967 of June 2007 will be an added advantage.
- Registration with a recognised relevant professional body will serve as a strong recommendation.
- Knowledge of Local Government will be an added advantage. Must meet the competency levels for senior managers as published per Government Gazette no 37245 dated 17 January 2014 are essential.

**KNOWLEDGE**

Good knowledge and understanding of:

- Relevant policy and legislation
- Institutional governance systems and performance management
- Corporate support service
- Human capital systems
- Legal services
- Facilities management
- Information communication technology
- Council Support
- Supply Chain management regulations and preferential procurement policy framework Act, 2000 Act No. 5 of 2000
- Good Governance
- Labour relations Act
- Legal Background and capital management coordination and oversight of specialised support function.

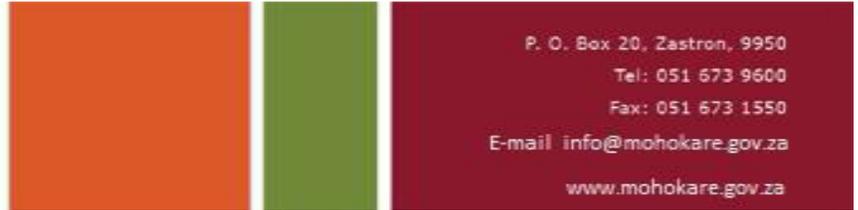
**KEY PERFORMANCE AREAS:**

Development, implementation and management of strategic goals, policies, procedures and plans for the Directorate aligned with municipal strategic goals, Lead and manage staff within the Department to enable them to meet their objectives, provide advisory role to Council regarding aspects falling within the scope of work and carry out Council decisions. Lead and manage the legal section so that the Council is proactively protected and that by-laws and other legal documents are suitably drafted, Providing legal advice and administration services,

Lead and manage the Secretariat Services so that the Council is provided with an effective committee service, its resolutions are executed and that general council administration operates efficiently; overseeing the implementation of the Labour Relations Acts, BCEA, of Employment Equity and Skills Development Acts, Collective Agreements. Providing strategic Human Resource direction, advice and liaison services to management and overseeing records management.



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## **SUBMISSION OF APPLICATION**

- ❖ Applications for the above vacant posts must be submitted on an official application form, available on the municipal website ([www.mohokare.gov.za](http://www.mohokare.gov.za)) or from Mohokare Local Municipality offices in Zastron, Smithfield and Rouxville, accompanied by detailed curriculum vitae with contactable references, recently certified copies of ID and qualifications not longer than six months. No applications will be considered if it is not on the official application form. The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act. No late, faxed or e-mailed applications will be accepted
- ❖ Only SA citizens or permanent residents are eligible to apply.
- ❖ It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof;
- ❖ Short-listed candidates will be subjected to reference checks, current /previous employer, cases of misconduct, criminal record check and signing of indemnity form;
- ❖ Recommended candidates will be subjected to a competency based assessment over 2 days prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of 17 January 2014;
- ❖ Successful candidate will be required to sign employment contract on or before assumption of duty, a performance agreement within 60 days of appointment and disclosure of financial interest as well as undergoing necessary security vetting;
- ❖ The successful candidates will report directly to the Municipal Manager and will be stationed in Zastron (Head Office); Council reserves the right to place and move candidates anywhere in the municipality;
- ❖ A written confirmation will be required from successful candidates that they do not hold political office at the date of appointment;

- ❖ In anticipation of a large number of applications, correspondence will be limited to the shortlisted candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application is unsuccessful;
- ❖ The municipality reserves a right not to appoint any applicant to this position;
- ❖ Canvassing for appointment is highly discouraged;
- ❖ Candidates who applied previously are encouraged to re-apply.

The above appointments will be made in compliance with the provisions of Sections 56 & 57 of The

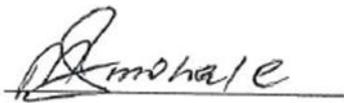
Local Government: Municipal Systems Amendment Act 3 of November 2022, read with the Regulations on Appointment of Senior Managers No. 37245 of 17 January 2014.

**Please forward your application to:**

The Acting Municipal Manager: Mr. M Mohale  
Mohokare Local Municipality  
P.O. Box 20  
Zastron  
9950

**Closing Date: 29<sup>th</sup> February 2024 (Closing date should be a minimum of 14 days and a maximum of 30 days from the date of publication).**

**Enquiries: The HR Manager Tel: 051 673 9600 during office hours. Ms. DC Matsoso**



Mr. M Mohale

Acting-Municipal Manager

