



EXTERNAL ADVERTISEMENT:

VACANCY:

SENIOR MANAGER CORPORATE SERVICES (REF: SMCS 01/2025)

Kareeberg Municipality, with its Headquarters in Carnarvon, invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.

DEPARTMENT : CORPORATE SERVICES

POSITION : SENIOR MANAGER CORPORATE SERVICES

LEVEL : MANAGER REPORTING TO MUNICIPAL MANAGER

CENTRE : CARNARVON, NORTHERN CAPE

A. Annual Total Remuneration Package

- Salary scale: as per the annual Gazette on Upper Limits for Senior Managers, as published in terms of Government Gazette No. 50737 of 30 May 2024, i.e., Upper Limits of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to the Municipal Manager
- Total Remuneration Package – R880 228.00
- A Remote Allowance of 10% of the Total Annual Remuneration Package may also be payable as well as a cellphone allowance.

A. Term of Appointment:

- Permanent employment.
- Candidates will be subjected to signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act, as well as a declaration of financial interest.

B. Essential and Non-negotiable Requirements:

Higher education qualification:

- Bachelor's degree in Public Administration / Management Science / Law or equivalent at NQF Level 7;

Work related experience and knowledge

- Minimum of five years' experience at middle management level, preferably within the Local Government environment;

Knowledge required:

- Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting, knowledge of developmental local government in the South African context, competency policy conceptualization, analysis and implementation.
- Extensive knowledge of the Local Government Acts, Policies and Regulations;

Added advantage:

- Have proven successful management experience in administration;
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette No. 29967 of 15 June 2007, as amended, i.e., Certificate in Municipal Financial Management, e.g. (CPMD, MFMP, etc.). If a newly appointed person is not in possession of this competency certificate, he/she must complete it within 18 months from the date of appointment, in accordance with Government Notice, No. 1146 of 26 October 2018, as promulgated in Government Gazette No. 41996, failing which the appointment is automatically terminated one month after the applicable period;
- A valid driver's license and own motor vehicle to execute duties; and
- No criminal record and no negative credit record.

C. Key Performance Areas (KPA's):

- Overall management of the Corporate Services Directorate;
- Implementation of the Integrated Development Plan (IDP), as well as strategic goals for the Corporate Services Department;
- Provide support and advice to the Municipal Manager and Council on matters delegated to the Department; Implement the Service Delivery Budget Implementation Plan (SDBIP);
- Co-ordinate legal advisory services;
- Oversee and lead the Public Participation and Special Projects Processes in Council;
- Guide and oversee the Communication and Marketing functions;
- Update statutes and Council By-laws;
- Develop and implement key strategic/business plans including Security Management, Human Resources Management, Labour Relations, Council Support

and Administration and other resources in accordance with local government legislation and treasury regulations;

- Perform duties and functions delegated to the Senior: Manager Corporate Services by the Accounting Officer/Municipal Manager;
- Manage departmental budget and manage efficient provision of Municipal services;
- Establish, operate and maintain support structures, processes and systems;
- Direct and control key deliverables and outcomes for the Department;
- Liaise with internal and external stakeholders;
- Facilitate stakeholder participation and involvement; and
- Ensure legislative, regulatory, policy and operating standard compliance.

Please Note:

- No faxed applications will be considered;
- Candidates are required to complete the prescribed “Annexure C” application form as per Regulations on Appointment and Conditions of Employment of Senior Managers, Government Notice No. 21, Government Gazette No. 37245 dated 17 January 2014, which is obtainable from the internet on the Municipal website www.kareeberg.co.za, (failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interest;
- Kareeberg Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the Municipality including remuneration, advertisement, etc.; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within 90 days after the closing date, please consider your application as unsuccessful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he/she after being appointed declines to accept the appointment.
- If you meet the stated requirements, a **clear and fully** completed Application Form for senior managers, detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and driver’s license (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed to:

Attention: Mr MF Manuel

**Municipal Manager
Kareeberg Local Municipality
PO Box 226
CARNARVON
8925**

Or can be hand delivered at:

**Kareeberg Municipality
10 Hanau Street
CARNARVON
8925**

Enquiries may be directed to the Municipal Manager, MF Manuel, at munmanager@kareeberg.co.za or telephonically on 053 382 3012 during office hours (08:00 –16:25).

Municipal Notice no. 01/2025

Closing date: 30 January 2025 at 12:00