



**JOE MOROLONG**  
LOCAL MUNICIPALITY

**Joe Morolong Local Municipality with its seat situated in Churchill 26km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with relevant experience to fill the following vacant position:**

**DIRECTOR: CORPORATE SERVICES  
PERMANENT POSITION**

**Remuneration:**

Annual Total Remuneration Package

Minimum Remuneration Package	Midpoint Remuneration Package	Maximum Remuneration Package
R884, 772	R994, 126	R1 087 610

Plus a 10% remote allowance which shall be determined by government gazette no. 48789 of 14 June 2023.

**Minimum Requirements:**

- Bachelor's degree in Public Administration/Management Sciences/Law or equivalent.
- Minimum of 5 years work-related experience at middle management level and have proven successful management experience in administration.
- Qualification in Human Resources Management will be added advantage
- A Certificate in Municipal Financial Management Programme (MFMP) is a Compliance with the requirements contained in the Minimum Competency Levels Regulations, Notice No. 493, Government Gazette No. 29967 of 15 June 2007 or the ability to complete it within 18 months, as contained in Notice 91 of 03 February 2017 and promulgated in Government Gazette No, 40593. Failure to comply with this, will result in automatic termination of service within 1 month after expiration of this period.
- Good knowledge 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 No. 5 of 2000);
- Good governance
- Labour Relations Act, and other labour-related prescripts;
- Legal background and human capital management and;
- Knowledge of coordination and oversight of all specialised support functions.

## **Key Performance areas:**

- Co-ordinate and manage the activities of the Human Resources and Corporate Services Department
- Provide administrative support to council and management
- Provide an effective record management system
- Provide and maintain effective Information Communication Technology
- Manage security for both personnel and property to council
- Provide integrated Human Resources services to the municipality including inter alia:
  - To establish and maintain a Human Resources Framework and policies
  - To provide and maintain sound labour relations
  - To provide Facilities management
  - To ensure that skills development function is provided in the municipality
  - To ensure that the employment equity function is managed.

This position is in line with the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers and Upper Limits of total remuneration package payable to Municipal Managers and Managers Directly Accountable to the Municipal Manager. The successful candidate will be required to sign employment contract, performance agreement and also disclose their financial interests. Shortlisted candidates will undergo security vetting, including inter alia competency assessments, the verification of curriculum vitae and qualifications.

Applications in the form of official application form for Senior Managers obtainable from the Municipal website ([www.joemorolong.gov.za](http://www.joemorolong.gov.za)), accompanied by the covering letter, detailed CV, and certified copies of qualifications and certificates must reach the office on or before 14 June 2023.

No facsimile will be accepted. Applications must be **Couriered or forwarded to:-**

**The Municipal Manager  
Joe Morolong Local Municipality  
Private Bag X117  
Mothibistad  
8474**

**Further information can be obtained from Adv P Nkulwana @ (053) 773 9300 or 0721573286.**

**Mrs BD Motlhaping  
Municipal Manager**

**Joe Morolong Local Municipality is an equal opportunity and affirmative action employer**