



Director Corporate Services

RE- ADVERTISEMENT

Post: Director Corporate Services
Department: Corporate Services
Salary: An all-inclusive market-related package is negotiable.
Duration: 4yrs fixed Term Contract

Requirements

- At least NQF level 6 qualifications or equivalent qualification in Human Resource Management. CPMD or ELMDP qualification will be an added advantage.
- 5 years or more in a managerial position in Human Resource management, administration and labour relations.
- Sound knowledge of local government legislation as it relates to Human Resources (Labour Relations Act, Basic condition of employment Act, Skills Development Act etc.)
- Understanding of the IT system within the Corporate Services department.
- Sound leadership qualities and ethical practice.
- Be able to interpret MFMA and other legislation applicable to local government sector
- Computer literacy.

Key performance areas

- Formulation of HR policies
- Safe keeping of council records
- Proper implementation of municipality's conditions of service.
- Information communication and technology management.
- Formulation of organizational structure and recruitment of personnel
- Ensuring compliance with HR –related legislation like Employment Equity, Labour Relations Act, Basic conditions of employment Act, Skills Development Act, as well as Occupational Health and Safety Act.
- Timeous reporting to the Municipal Manager.
- General supervision, control and efficiency of the Corporate Services Department.

Duration

Appointment of this position is on a four year fixed term contract and is subject to satisfactory performance on annual basis

Please note

- Phumelela Local Municipality is committed to the Employment Equity Act.
- Fraudulent qualifications, information or documents will disqualify any applicant
- Canvassing is prohibited and will disqualify any applicant
- Faxes and e-mail are not acceptable
- Applicants who have not been contacted within 90 days after the closing date should accept that their applications were unsuccessful.



Application with comprehensive CV's and certified copies of qualifications should be forwarded to:

Municipal Manager
Phumelela Local Municipality
Private Bag X5
Vrede, 9835

OR

Handed in at the office No. 52 Kuhn Street, Vrede

Closing date: 5 April 2013

Enquiries: Human Resource Officer (R T Tshabalala)
Tel: 058 913 8300

Mr. T.M. Moremi
Municipal Manager