

PHYSICAL ADDRESS  
PORT ST. JOHNS LOCAL MUNICIPALITY  
ERF 257 MAIN ROAD  
PORT ST JOHN'S

POSTAL ADDRESS  
P.O. BOX 2  
PORT ST JOHN'S  
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## EXTERNAL ADVERTISEMENT FOR VACANCIES

### DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

### GENERIC REQUIREMENTS FOR FILLING SENIOR MANAGER'S POST

N.B. Appointments of senior Manager will be made in terms of Local Government: Regulations on the Appointment and Conditions of Senior Managers Government Gazette No: 32245 of 17 January 2014, Upper limits of Total Remuneration packages payable to Municipal Managers directly accountable to the Municipal Managers and Managers directly, Government Gazette No 32238 of 18 November 2022 as well Circular No 24 of 2022 Local Government: Municipal Systems Amendment Act 2022, Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager, Government Gazette No: 29089 of 1 August 2006 and Local Government: Municipal Regulations on minimum competency levels, Government Gazette No: 29967 of 15 June 2007.

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|---------------------------|--|
| <b>POST</b>               | <b>: SENIOR MANAGER: CORPORATE SERVICES</b>  |
| <b>DEPARTMENT</b>         | <b>: CORPORATE SERVICES DEPARTMENT</b>   |
| <b>TYPE OF EMPLOYMENT</b> | <b>: PERMANENT</b>   |
| <b>REMUNERATION</b>       | <b>: Total remuneration for Senior Managers: Minimum R 913 969.00, Mid-point R 1 026 923.00, Maximum R 1 123 501.00 per annum (all-inclusive) as per the Government Gazette on Upper limits applicable to Senior Managers for 2023/2024 financial year subject to compliance with the latest government Gazette.</b> |

### JOB PURPOSE

Plans, leads and directs the strategic key performance arrears and result indicators for the Corporate Services Department associated with managing the key deliverables of approved projects. Assessing and measuring performance against set indicators and the applicability of outcomes against strategic objectives of the Corporate Services Department.

### MINIMUM REQUIREMENTS

- Grade 12.
- Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent or equivalent NQF level 07 qualification.
- Minimum of five (05) years proven experience in a Middle Management level position, must have proven successfully management experience in administration.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum Competency Regulation of 2007 will be an added advantage.
- Good knowledge and understanding of relevant policy and legislation; institutional governance system.
- Good knowledge of corporate support services, including Human capital, Information Communication Technology and Auxiliary services.
- Ability to communicate and negotiable at all levels of government and will all relevant stakeholders.



- Ability to prove strategic, visionary and innovative leadership. Extensive knowledge of Performance Management System in local government.
- Computer literacy covering all applications.
- A valid driver's license

#### KEY PERFORMANCE AREAS (KPA'S)

- Reporting directly to the Municipal Manager, the post operates at a Strategic level and provides strategic support to the business functions within Port St Johns Local Municipality with the focus being:
  - Planning budgeting and management of the department responsible for personal administration and management, submit regular reports to the Municipal Manager,
  - Oversee Staff Establishment development and performance management system,
  - Facilitate the formulation and review of municipal by-laws and policies.
  - Development implementation and maintenance of appropriate systems, controls and procedures to ensure fair, efficient, effective and transparent human resource administration,
  - Responsible Employee Assistant Program and Occupational Health and Safety, Oversee the administration of benefits
  - Responsible for human resource development, development of workplace skills plan, employment equity plan, employee relations,
  - Oversee municipal ICT systems development and implementation,
  - Manage auxiliary services.

#### KNOWLEDGE REQUIRED

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance system, and performance management.
- Must have extensive knowledge of the public office environment and.
- Must be able to formulate engineering master planning, project management and implementation know how.

#### MINIMUM COMPETENCY LEVELS:

- Core managerial and Occupational Competencies as prescribed in the performance regulations.
- Financial and supply Chain Management competency areas.
- Strategic Leadership, human resources management, strategic financial management and financial management strategic financial management.
- Operation financial management. Governance leadership, Ethics and values in financial management. Financial and performance reporting. Risk and change Management. Project Management. Legislation, Policy and implementation stakeholder relations. Supply Chain Management. Audit and Assurance.

**Applications (for Senior Manager positions) must be submitted on an official application form for Senior Managers. All applications should be accompanied by detailed curriculum vitae (CV), certified copies of qualifications and must be submitted for the attention of the Corporate Services Senior Department to the following address/es: Port St Johns Local Municipality, PO BOX 2, Port St Johns 5120 or hand delivered to ERF ,257 Main Street, Port St Johns or email to [recruitment.smcorserv@psjmunicipality.gov.za](mailto:recruitment.smcorserv@psjmunicipality.gov.za)**

**Enquiries relating to the above should be directed to: Human Resources Manager: Ms. L. Majozini at Telephone 047 564 6700**

*Furthermore, note that it is a legislative requirement that applications must be submitted in the prescribed" Application form" available from the municipality and failure to complete the form will result*



*in a disqualification off your application as per Local Government Regulations of 2014. (Read Regulation 11(1), (2) and(3) in this regard.*

**N.B.** In the case the Municipality is unable to find suitable candidates it reserves the right not to continue with the Selection process and to re-advertise the position.

Shortlisted candidates will have to undergo screening and the necessary reference check will be done.

Applicants with foreign acquired qualification need to submit (South African Qualifications Authority) SAQA verification letter for their qualifications on application.

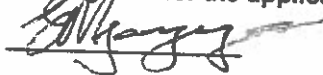
Candidates recommended for appointment will have to undergo a competency assessment and testing.

The Municipality is an equal opportunity employer and therefore people from previously disadvantaged groups (women and disabled) are encouraged to apply.

In order to obtain the required prescribed form applicants must visit: regulations on appointment of senior manager: to download the application form as Port St Johns currently having technical problems on its website or ask HR Office to assist you with this form.

In order to obtain the required prescribed employment application form applicants must visit the Municipal website: [www.psjmunicipality.gov.za](http://www.psjmunicipality.gov.za) in order to download the employment application form for Senior Managers.

Closing date for the applications: 14 February..... 2025



**E. Mzayiya**

**ACTING MUNICIPAL MANAGER**

