



EXTERNAL ADVERTISEMENT GA-SEGONYANA LOCAL MUNICIPALITY



The Ga-Segonyana Local municipality, Northern Cape, invites applications from suitably qualified candidates to fill the following vacant positions with its seat in Kuruman.

CORPORATE SERVICES DEPARTMENT

POSITION: DIRECTOR CORPORATE SERVICES

Total Annual Remuneration Package

Minimum : R1 253 656 Midpoint : R1 457 743 Maximum : R1 661 806
: 7% Remote Allowance which is determined by Government Gazette No. 50737 of 30 May 2024.

Minimum Requirements:

- A Bachelor Degree in Public Administration/Management Sciences / Law; or equivalent
- Five years experience at senior/middle management level
- Have proven successful management experience in administration
- Extensive and practical knowledge of the local government environment
- Good understanding of the performance management systems applicable to Local Government
- Good understanding of Council Operations and delegation of powers
- Good Knowledge and understanding of relevant policies and Legislation
- Understanding of Municipal Legislative Framework, including Municipal Systems Act, Municipal Finance Management Act, Municipal Structures Act and other related Legislation
- Compliance with the minimum Competency Requirements for Local Government Senior Managers as laid down in the Government Gazette No 37245 dated 17 January 2014 or alternatively as per the exemption as laid down in the Government Gazette 40593 dated 3 February 2017
- Valid code EB driver's licence.

Key Performance Areas:

- Provide an effective and efficient administrative support services to the Municipality with regard to all correspondence, enquiries, telephone services, printing, messenger services and management of all records and archiving.
- Provide an effective and integrated secretarial support to the council, all its committees and executive committee, to ensure smooth running of the meetings and keeping records thereof.
- Provide Information Technology Services and Infrastructure.
- Provide Human Resource Management Services to the Municipality.
- Rendering an effective Legal Services.
- Manages and Directs major activities for processing and reporting of information.

- Responsible for the implementation of broader policies and adherence to external regulations.
- Formulate Capital and operating budgets for the Corporate Services Directorate as well as the staff establishment, Legal policies, procedures and guidelines to be utilised by all Council Members, Municipal Managers, Directors and different units.
- To provide overall strategic leadership, effective people management and motivation of staff.

APPLICATIONS:

Applications must be on the prescribed compulsory application and indemnity forms (<https://ga-segonyana.gov.za/vacancies.html>) a comprehensive CV and copies of certified qualifications certificates, ID Copy and Drivers License should be addressed to: **Municipal Manager; Mr Martin Tsatsimpe**, Ga-Segonyana Local Municipality, Private Bag X1522, KURUMAN, 8460 Or can be hand delivered at Cnr Voortrekker and School Street, KURUMAN, 8460.

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and /or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records, undergo security vetting and need to disclose their financial interests. Recommended candidates will undergo a competency assessment test; will have to sign an employment contract, a performance agreement and disclosure of financial interest.

The Municipality reserves the right not to appoint.

Further information can be obtained by phoning the Municipal Manager: Mr M.M. Tsatsimpe on 053 712 9301/9300

The Youth, women and People with Disabilities are welcome to apply. Ga-Segonyana Local Municipality is an employment Equity Employer.

CLOSING DATE: 06 SEPTEMBER 2024

**Mr MM TSATSIMPE
MUNICIPAL MANAGER**