

Tokologo Local Municipality is an employment who subscribes to and promotes the principles of employment equity and affirmative action. The municipality seeks a suitably qualified person to fill the under-mentioned position.

Department: Office of the Municipal Manager

POSITION: DIRECTOR: CORPORATE SERVICES

The above appointment will be made in compliance with the provisions of Sections 56 & 57 of the Local Government: Municipal Systems Amendment Act, Act 3 of 2022, and the relevant Local Government Regulations applicable to the appointment of Senior Managers. The appointed candidate in this position will be permanent and based at Tokologo Local Municipality's Head Offices in Boshof.

| JOB ADVERTISEMENT | |
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| JOB TITLE | DIRECTOR: CORPORATE SERVICES |
| REPORTING TO | THE MUNICIPAL MANAGER |
| PLACE OF WORK | BOSHOF |
| REMUNERATION | R913 969 (Minimum), R1 026 932 (Midpoint), R1 123 501 (Maximum) As determined by notice No. 50737 of 30 May 2024 on upper limits for senior managers for a category 2 Municipality on upper limits for senior managers for a category 2 Municipality The pay scale will be determined by competence. |
| NO OF INCUMBENTS | 1 |
| DURATION | Permanent |
| MINIMUM REQUIREMENTS | <ul style="list-style-type: none"> ✚ Bachelor's Degree in Public Administration / Management Science/ Law or related fields of study, such qualification having been obtained from a recognised tertiary institution ✚ Have proven successful management experience in administration ✚ Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills ✚ Excellent communication and report writing skills ✚ Extensive knowledge and understanding of local government-related legislations ✚ Knowledge and understanding of MS Word and Power Point |
| OTHER REQUIREMENTS | <ul style="list-style-type: none"> ✚ The appointed candidate must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions; Willingness to work irregular hours with extensive |

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| | travelling; Compliance with limitation of political rights as contained in Municipal Systems Amendment Act, No 7 of 2011. |
| ADDED ADVANTAGE/S | <ul style="list-style-type: none"> A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP) or attaining within 18 months from date of appointment and registration with a Professional body will serve as a strong recommendation |
| MINIMUM EXPERIENCE | <ul style="list-style-type: none"> 5 years relevant experience at a middle management level Must meet competency levels for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014 |
| JOB RESPONSIBILITIES | <ul style="list-style-type: none"> Provide strategic direction to the Corporate Services Directorate. Responsible for development organizational policies and procedures Be accountable for the execution of all resolutions of the municipality, as well as be accountable for the general supervision, control and efficiency of the directorate. Formulate support and implement the strategic goals of the municipality in order to give effect to the Integrated Development Plan (IDP). Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to Corporate Support Services Directorate. Ensure that municipal Performance Management System is fully implemented in the Directorate Ensure effective management of the Directorate and the following sections: Human Resource, Customer Care Services, Information Technology, Labour Relations and Records and Administration |
| KNOWLEDGE | <p>Good knowledge and understanding of:</p> <ul style="list-style-type: none"> Relevant policy and legislation. Institutional governance systems and performance management Corporate support services Human Capital Systems Legal services Facilities management Information communication technology Council support Supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) Good Governance Labour Relations Act Legal Background and capital management Coordination and oversight of specialised support function |
| SUBMISSION OF APPLICATIONS | <ul style="list-style-type: none"> Only SA citizens or permanent residents are eligible to apply Applicants must use Annexure C [Application form] of the Local Government: Regulations on Appointment and Conditions of |

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| | <p>Employment of Senior Managers available at the municipal offices or on the municipal website: www.tokologo.gov.za</p> <ul style="list-style-type: none"> ✚ All applications must be on the prescribed application form and must include a comprehensive Curriculum Vitae with at least three contactable references (telephonically and e-mail), originally certified copies (not older than six months) of Qualifications, ID and driver's license. ✚ It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof. ✚ Short-listed candidate will be subjected to reference check, criminal record check, and signing of indemnity forms. ✚ The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter). ✚ On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity. ✚ Applications for this vacancy must be addressed to: The Municipal Manager, Tokologo Local Municipality, Private Bag X46, Boshof, 8340. ✚ In anticipation of a large number of applications, correspondence will be limited to the short listed candidates only. ✚ Recommended candidate(s) will be subjected to a competency based assessment for two days prior appointment. ✚ Successful candidates will be required to sign employment contract before assumption of duty, a performance agreement and disclosure of financial interest form within 60 days of appointment and annually thereafter within 30 days of the beginning of a financial year. ✚ Council reserves the right to place and move the candidate anywhere within the municipal jurisdiction ✚ You are further advised that the Council has the right not to appoint any candidate if in its view no suitable candidate could be found. ✚ Canvassing for appointment is highly discouraged. ✚ No faxed or emailed applications will be accepted. If you have not received any response within 60 days after the closing date, consider your application unsuccessful. |
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| | <p>🚩 The appointment will be made in compliance with the provisions of the relevant sections of the Local Government Municipal Systems Act and relevant Regulations.</p> <p>🚩 The successful candidate will be reporting directly to the Accounting Officer</p> <p>Enquiries regarding the position may be directed to the Human Resources Manager: Mrs T.F Morena-Saul at the following telephone number: 053 541 0014 during office hours</p> |
| CLOSING DATE OF APPLICATIONS | 02 July 2025 at 16h00 |
| MUNICIPAL MANAGER | Mr A.M. SEHLOHO |