

# INXUBA YETHEMBA MUNICIPALITY



## EXTERNAL ADVERTISEMENT

### Notice: 51/2022

Inxuba Yethemba Municipality is a Category B Municipality in the Chris Hani District covering the towns of Cradock and Middelburg (EC). Inxuba Yethemba Municipality is an equal opportunity employer and subscribes to the principles of employment equity as espoused in the relevant legislation.

**Position** : **Director: Corporate Services**  
**Department** : **Office of the Municipal Manager**  
**Duration** : **Five (5) Year Contact**

**(Total Remuneration Package will be based on Regulations of Upper Limits for Senior Manager for a Grade 3 Municipality)**

The appointee will have to enter into a five (5) year employment contract and Annual Performance Agreement in accordance with the provisions of the Local Government Municipal Systems Act No. 32 2000 as amended and the Local Government Municipal Performance Regulations for Municipal Managers and Managers directly accountable to the Municipal Managers, 2006. The successful incumbent will be the Director Corporate Services of the Inxuba Yethemba Local Municipality and reporting directly to the Municipal Manager.

### **REQUIREMENTS:**

•Grade 12 • Bachelor's degree in Public Administration/ Management Science/ Law/ other relevant field or equivalent qualification, registered on the National Qualifications Framework at NQF level7 with a minimum of 360 credit• Valid Driver's License and No Criminal Record •Certificate in Municipal Finance Management (SAQA Qualification ID No. 48965), as is provided for in Regulation GN R493, dated 15 June 2007 subject to the exemption as per Government Gazette No. 40593, dated 3 February 2017 issued by National Treasury will be an added advantage •Minimum 5 at Middle/ Senior Management level •Applications forms for Senior Manager (to be signed and dated) are obtainable from the website

**KEY PERFORMANCE AREAS:** •Good knowledge and understanding of relevant policy and legislations •Good knowledge and understanding of institutional governance systems• Good knowledge of Corporate Support Services, including Human Capital, Information and Communications Technology (ICT), Council Committee Support services, Registry, and other coordination and oversight of all specialized support functions •Knowledge of local government environment, excellent communication and negotiating skills at all levels of local government •Good skills in conflict resolution, problem solving and ability to be decisive• Implementing the Integrated Development Plan (IDP) as well as the strategic goals of the Corporate Services Department. • Provide advice and support to Council, the Municipal Manager and other office bearers on all functions of the Directorate

***For general enquiries contact Ms T Mgweba; [tmgweba@jym.gov.za](mailto:tmgweba@jym.gov.za) on telephone no: 048 8015024/5116.***

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests. Application forms are

available on the Inxuba Yethemba website ([www.iym.gov.za](http://www.iym.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be **Hand delivered to the Human Resources Section, Inxuba Yethemba Municipality, 01 JA Calata Street Cradock 5880 or sent by post to the Municipal Manager Inxuba Yethemba Municipality, P.O. Box 24 Cradock 5880.**

Candidates from the designated groups, including those with disabilities, are encouraged to apply.

**Please take note:** ●**ONLY** hard-copy applications will be considered. No electronic or faxed applications will be accepted ●**No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification ●If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful ●**Inxuba Yethemba Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**

**CLOSING DATE: 04 MAY 2022**



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**MR M.W. MBEBE**  
**MUNICIPAL MANAGER**