



EXTERNAL ADVERTISEMENT

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

NOTICE:28 /2025

Candidates from the designated groups, including those with disabilities, are encouraged to apply for the following position:

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : DIRECTOR: CORPORATE SERVICES

Salary: Total remuneration package will be in terms of Upper limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to the municipal managers, Government Gazette No. 48789. Dated 30 May 2024.

Reporting directly to the Municipal Manager, the following appointment will be made in line with sections 56 of the Local Government Municipal Systems Act 32 of 2000 as Amended and relevant Local Government Regulations applicable to the appointment of Senior Managers. Appointment will be a permanent employment contract, subject to acceptable conduct and performance during the term. The appointee will have to enter into a permanent employment contract and Annual Performance Agreement.

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 level 7 •Certificate in Municipal Finance Management •A minimum of 5 years' experience at middle/ senior Management level •Valid driver's License and No Criminal Record •Computer Literacy. •Application forms for Senior Manager (to be signed and dated) are obtainable from the website.

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

•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. •Develop and manage the budget of the Department in line with MFMA

For general enquiries contact Ms. S Zangwa; szangwa@iym.gov.za on telephone no: 048 801 5024/5116.

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) A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be forwarded to Inxuba Yethemba Municipality, No1 J.A Calata Street, Cradock or hand delivered to the Cradock Municipal Office Registry Office (Cradock).

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.** Applications not accompanied by the required documentation will not be considered.

The municipality is an equal opportunity employer and respects the conditions of Employment Equity Act.

CLOSING DATE: 03 March 2025



**MR M M MEEBE
MUNICIPAL MANAGER**