



**MTUBATUBA LOCAL MUNICIPALITY  
UMASIPALA WASE-MTUBATUBA  
MTUBATUBA MUNISIPALITEIT**

Mtubatuba Municipality invites qualified, suitable, experienced, innovative, committed individuals to apply for the following position:

**GENERAL MANAGER: COMMUNITY SERVICES  
(2 YEAR PERFORMANCE CONTRACT)  
Category 1 Municipality**

**Total Remuneration Package Negotiable in terms of Government Gazette No. 38946 of 01 July 2015  
Minimum Package R660, 487 – Midpoint R733, 875 – Maximum R807, 262**

**Minimum requirements:**

- A minimum qualification of appropriate Degree in Social Sciences/ Public Administration/ Law or equivalent;
- Minimum 5 years' experience in middle Management environment and at least 3 of those years must have been at a senior management level;
- Practical knowledge of social services;
- Must meet the National Treasury Competency Requirements (CPMD/MFMP) as prescribed under the LG: Municipal Regulations on Minimum Competency Levels, 2007 issued in terms of the MFMA, as published under Govt. Notice 493 in Govt. Gazette No. 29967 of 15 June 2007;
- A proven ability in communicating and negotiating at all spheres and levels of government; Ability to lead multi-disciplinary team.
- Advanced leadership skills such as excellent interpersonal skills, presentation skills, managerial skills, strategic focus and financial reporting;
- Be computer literate, valid Drivers' License;
- A sound knowledge of Local Government Regulations and other legislations, procedures and processes pertaining to Local Govt.;
- Management experience, preferably in emergency services, sports and recreational services.

**Key Performance Areas:**

As Community Services HOD, the incumbent will work in close collaboration with the Municipal Manager as well as other functionaries of the Council. The incumbent will be responsible for the following:-

- Public safety (Traffic) Management;
- Solid waste management programme;
- Designing programmes and developing policies to promote an enabling environment for community-based programmes as guided by the municipal IDP;
- Provide strategic leadership in relation to the development, implementation, monitoring and reporting on Service Delivery and Budget Implementation Plan of the directorate;
- Personnel development and management within the directorate;
- Overhead control and management of municipal parks, cemeteries, recreation facilities/ programmes, disaster management/ firefighting, public safety, drivers'license service Centre, social services, Waste management, libraries ;
- Computer literacy and valid EB driver's license.

**The successful candidate will report to the Municipal Manager and will be responsible and accountable for:**

Enquiries can be directed to the **Acting Municipal Manager, Mr. S.R. Mathobela on 035-550 0069** during office working hours.

**Applications must be submitted in an official application form available on municipal website together with a comprehensive CV and certified copies of relevant qualifications should be addressed and submitted to: The Acting Municipal Manager, Mtubatuba Municipality, P. O. Box 52, Mtubatuba, 3935 on/or before 04/09/2015 at 16h00. Candidates with foreign qualifications must submit SAQA evaluation.**

**Selection in subject to positive outcome obtained from NIA to the following checks (security clearance, qualifications verification, criminal records, credit records and previous employment). Candidates will be required to undergo Competency Assessment test. Faxed or late applications will not be considered.**

***Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful.***

***Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment.***

The appointment will be made according to the:

Local Government Systems Act,2000 (Act No.32 of 2000); and

Local Government: Regulations on appointment and conditions of employment of senior managers as published in 17 January 2014.

Canvassing for this position will lead to disqualification of applications.

Successful candidate will be expected to sign a fixed term employment contract; a performance agreement and a disclosure of financial interest.

**Mr. S. R. Mathobela  
Acting Municipal Manager  
Closing Date: 04/09/2015 @ 16h00**