

EMALAHLENI LOCAL MUNICIPALITY

Emalahleni Local Municipality is an equal opportunity employer committed to the promotion of equity and equality.

The appointment of a candidate is at the Emalahleni Local Municipality's sole discretion, taking into account factors which Council considers relevant, including but not limited to Employment Equity. Council also adheres to OHS Act and Non-Smoking Policy.

Emalahleni Local Municipality reserves the right to appoint the suitable candidate in line with the affirmative Action Strategy.

Suitably qualified females and people with disabilities are encouraged to apply.

The submission of an application gives Emalahleni Local Municipality the right to make enquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers as well as academic institutions.

The Municipality hereby invites applications from suitable qualified candidates for the following positions:

VACANCY	DIRECTOR: ADMINISTRATION AND RESOURCE MANAGEMENT - FIXED TERM AND PERFORMANCE BASED CONTRACT
QUALIFICATIONS/ REQUIREMENTS	*An appropriate B-degree or other equivalent tertiary qualification coupled with relevant skills and practical experience gained at strategic management level *The position requires a progressive, committed and results-driven individual. It requires a high degree of aptitude to operational planning, decision-making, manpower planning and motivation *Personal attributes must include a degree of professionalism and the ability to command respect and to delegate authority *Valid Code B (8) driver's license.
KEY RESPONSIBILITIES	*To economically, efficiently and effectively manage and develop the day to day operations, procedures, processes and resources of the directorate *Human Resource Management *Performance Management System *Asset Management *Supply Chain Management *Responsible for Legal Services *Responsible for Administration Management *Responsible for Information Communication & Technology Management *Responsible for Directorate Budget *Promoting transformation and diversity management *Monitor and ensure the implementation of the standard procurement policies, including the implementation of the process of purchasing from Black Economic Empowerment suppliers and Small Macro and Medium Enterprises *Responsibilities include inter alia fleet management, administration services and procurement services *To ensure that the Occupational Health and Safety Act is strictly adhered to
OCCUPATIONAL COMPETENCIES	*Programme and Project Management *Financial Management *Service Delivery Management *Problem Solving Management *People Management & Empowerment *Client Orientation & Customer Focus *Communication *Competence in Self Management *Knowledge of Performance Management & Reporting *Willingness to work irregular hours*A strategic thinker who possess leadership qualities with strong general management skills, with ability to develop and formulate policy, procedures and systems *Understanding the transformation challenges and change management *Well developed conflict resolution, negotiation and communication skills and computer literate *Resource management skills *Financial and budgeting skills *Ability to manage performance *The ability to identify and develop opportunities to the benefit of the municipality *A foresighted developmental strategist on practical ordinary and intelligence security issues *Sensitivity for the political and strategic objectives of government, especially local government will be an added advantage.
REMUNERATION	Negotiable

CLOSING DATE	20 APRIL 2010
ENQUIRIES	Mandla Vilane Tel: 013 690 6447

Please send your **CV together with certified copies of your qualifications, driver's license and identity document**, to the Acting Head: Human Resources, P.O. Box 3, Emalahleni, 1035, or submit your CV at:

**Administration Building
Civic Centre
Mandela Street
eMalahleni
1035**

PLEASE NOTE: CANDIDATES INVITED FOR INTERVIEWS MUST BRING THEIR ORIGINAL QUALIFICATIONS CERTIFICATES.

If no response is received from Emalahleni Local Municipality within 30 days after the closing date, it must be regarded that your application has not been successful. Correspondence will only be entered into with short-listed candidates.

PLEASE NOTE: THAT NO FAXED OR E-MAIL APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.