

**RE-ADVERT  
DIPALESENG LOCAL MUNICIPALITY**



**DIRECTOR CORPORATE SERVICES**

The above position is hereby advertised for 5 years fixed-term performance based contract

**PLACE** : Balfour-Mpumalanga, Category 2 Municipality  
**SALARY** : R769, 884 (Minimum) R864, 994 (Midpoint) R960, 143 (Maximum) all-inclusive flexible cost to the company. The offer of remuneration will be determined by competence and current salary earnings in line with the guidelines as set out in the Government Gazette No. 41173 dated 10 October 2017

**Minimum Requirements: Higher Educational Qualifications:** Bachelor Degree in Public Administration/Management Sciences/Law, or equivalent. **Experience:** A minimum of 5 years experience at middle management level or have proven successful management experience in administration. Good knowledge and understanding of relevant local government policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of corporate support services including Human capital management, legal and administration services, ICT and Council support. A valid driver's license free from endorsements is required.

**Skills and Operational Competencies:** Strategic leadership and management. Operational financial management and Supply Chain Management. Governance, ethics and values in public sector. People management. Program and project management. Change leadership. Report writing and presentation skills.

**Core Functions:** Manage the entire Corporate Services Directorate and provide advice on Local Government legislative prescripts. Lead and Direct the Human Resources, Legal Services and Information, Communication and Technology functions. Render support to Council and Council committees. Support the Accounting officer and contribute to the formulation and drafting of municipal policies that are in line with IDP and legislative framework governing local government. Establishing and maintaining effective and relevant stakeholder relations. Monitor and support the implementation of systems and procedures to ensure good governance. Coordinate the development, implementation and review of Municipal By-Laws. Ensure compliance with relevant Provincial and National Legislation.

**NOTE:** Qualification and SA citizenship checks will be conducted on all short-listed candidates. Successful candidates will be subjected to screening and competency assessments. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest. This advertisement is subject to Local Government: Regulation on the appointment and conditions of employment of senior managers 17 January 2014.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment. Interested persons meeting the above-mentioned requirements are requested to complete Annexure C form as stipulated on the Local Government: Regulations that is accessible on the following website [www.gpwonline.co.za](http://www.gpwonline.co.za) together with a detailed CV and certified copies of qualifications for the attention of the Acting Municipal Manager, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality, Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410 **on or before 09 January 2018**. No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Acting Municipal Manager, Ms. Conny Mametja at 017 773 0055.

**DEPARTMENT:** Infrastructure  
**POSITION:** Manager Electrical  
**SALARY:** R335 141. 00 per annum  
**POST LEVEL:** 01

**Minimum Requirements and Skills Required:** Grade 12, B. Tech/B Sc. Degree in Electrical Engineering/Light or Heavy current. Valid Trade Test. First Aid basic skills. Computer skills. 3 years' experience. Good Customer Relations. Able to work under pressure. Supervising skills. Analytical and problem solving skills. Knowledge of NOSA and OHSA. The incumbent will frequently work irregular hours and overtime. Good physical, mental health and incumbent should not be visual sight impairment. The successful incumbent will be subjected to vetting for criminal record clearance.

**Key Responsibilities:** Ensures the supervision of the electrical team so that they are able to meet the objectives set for them and those of the section. This includes supervising the planning, designing and monitoring of construction and maintenance works. Oversees the maintenance of council owned equipment within the sub sections (construction & maintenance) to ensure that they are always in a good working condition. Oversee that field investigations are carried out by the Technician through site viewing the sites in order to ensure that adequate information about specific fields are required. Ensure that the preparations of design are completed. Oversee that the compilation of construction drawings are completed by drawing up the site to be constructed in order to ensure that the construction plans are designed accordingly. Ensure that customer complaints are attended to in order to ensure that customers are given the correct information and that their complaints are properly dealt with.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Director Corporate Services, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410 in Town Hall application box, on or **before 09 January 2018**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human Resources, Thulani Mahlangu on 017 773 0055.