



Tokologo Local Municipality is an affirmative action employer committed to representatively and would like to appoint a suitable person to the following positions:

**CORPORATE SERVICES MANAGER
5 YEARS EMPLOYMENT PERFORMANCE BASED CONTRACT**

Remuneration: Negotiable

Requirements: B degree in Public Administration or equivalent qualification at NQF level 6 plus 5 years relevant experience at senior management level, preferable at local, provincial, national government or within a parastatal environment. The applicant must have an extensive knowledge of human resource management level, thorough knowledge of local government legislation, policy, regulations, standards and procedures.

Competencies: Strategic capacity and leadership, financial management, policy formulation and evaluation, are the expected competencies. The applicant should also possess networking, sound interpersonal, good negotiation, effective facilitation, conflict management and good communication skills.

Key responsibilities: *Report directly to the Municipal Manager/Accounting Officer *Manage, control and plan Corporate Services *Provide strategic management and guidance by overseeing secretariat function, * Managing and control the following sub-division: HR, Administration, Housing, LED and IDP, Traffic services, Libraries and Environmental Health *Manage, coordinate and plan functions of various sections including political office/s * Manage and control the compilation and execution of departmental capital and operating budget * Administration of the Council's delegation system * Compile the Council's valuation roll and update at relevant intervals * Provide secretarial services to the Council and its committees * Ensure compliance to legislation, regulations, policy, practices and operating standards, * Provide human resource advisory role to staff and management, * Submission of annual reports to the Municipal Manager and Council, *Archives and controlling.

In a letter to which a comprehensive CV, certified copies of qualifications and ID document is attached, enclosed in a sealed envelope, addressed to the Municipal Manager, **Tokologo Local Municipality, Private Bag X46, Boshof, 8340**, state the position applying for. Applications may be posted to the abovementioned address or hand delivered to Tokologo Local Municipality, Cnr Voortrekker and Market Street, Boshof on or before **21 February 2012**. No late, faxed or e-mailed applications will be accepted.

Enquiries may be referred to the Human Resource Officer at 053-5410014. Correspondence will only be entered into with short-listed candidates. Applicants who have not been contacted within 14 (Fourteen) days after the closing date must consider their applications unsuccessful. Management reserves the right not to make any appointment.

**Adv L M A Mofokeng
Municipal Manager**