



Midvaal Local Municipality invites applications for the below mentioned position:

**EXECUTIVE DIRECTOR: CORPORATE SERVICES  
CORPORATE SERVICES  
(REFERENCE: MN3097/21)**

Suitably qualified candidates are invited to apply for a Fixed Term Five (05) years, Performance based contract as contained in the Municipal Systems Act, Act No. 32 of 2000 as amended for a Section 56 Appointment, at Midvaal Local Municipality situated in Meyerton, Gauteng

**SALARY** As stipulated in Government Gazette 43122 of 20 March 2020 in respect of a category 4 municipality (Regulations on Upper Limits of Total Remuneration Packages to MM's and Managers Directly Accountable to MM's

Minimum	Midpoint	Maximum
R 972 648.00 pa	R 1 108 275.00 pa	R 1 257 894.00 pa
(Salary may be structured in terms of the employment contract)		

**REQUIREMENTS**

- As contemplated in abovementioned Government Gazette 43122 No, 351 of 20 March 2020, read with Government Gazette 37245 Notice 21 of 17 January 2014 (Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers)
- Post Graduate Degree or qualification in the fields of Public Administration/Management Sciences/Law; OR equivalent
- Computer Literate (MSWord, Excel & PowerPoint)
- Valid driver's licence
- Meet MFMA minimum competency requirements for Senior Managers as contemplated in the Municipal Finance Management Minimum Competency Regulations.
- Good knowledge and understanding of relevant policy and legislation including labour relations and other labour-related prescripts
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of corporate support services including: Human Capital Management; Legal Services; Facilities Management; Information Communication and Technology; and Council Support
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Legal background and human capital management
- Knowledge of coordination and oversight of all specialised support functions
- The ability to work under pressure, think strategically and creatively
- Experience and Competencies within Local Government in a Financial environment as per the abovementioned Regulations

**DUTIES**

- *Provide strategic leadership aligned to financial principles that would guide development and maintenance within the municipal area*
  - *Integrating and maintaining the financial system and administration*
  - *Development and implementation of structures that will have a measurable positive impact on financial policy issues*
  - *Adherence to generally accepted municipal accounting practices (GRAP), Municipal Standard Chart of Accounts (MSCOA) in terms of billing, revenue, credit control, supply chain management, rates, tenders, budget and expenditure, valuations, assets and risk management including indigent administration*
  - *Executing and control Council's budgetary processes*
  - *Compilation of financial statements*
- *Provide technical advice, guidance and support in respect of financial related services and systems in compliance with National Treasury reporting standards*
- *Management of professional and financial contracts in respect of financial management processes*
- *Prepare and submit reports on the department's functions, to relevant structures and committees within the organisation*
- *Rendering a strategic financial service by formulating and implementing frameworks, policies, plans and strategies relevant to national and provincial legislation regarding financial matters in accordance with MFMA guidelines and all other applicable legislation*
- *Coordinate Staff Activities by means of providing assistance and attending to problems, grievances, and disciplinary hearings*
- *Ensure fair and consistent labour practices in order to have sound labour relations so as to avoid unnecessary disputes*
- *Budget management and financial control of the department*
- *Responsible for managing the department's performance, through the Service Delivery and Budget Implementation Plan by identifying deviations,*

- apply corrective actions and evaluate performance according to KPI's and PI's
- Perform any other related ad hoc tasks as instructed by management from time to time
- Shortlisted candidates will be expected to complete a competency assessment battery
- The successful candidate will be expected to sign an employment contract, a performance agreement and disclosure of financial interest documentation.

**CLOSING DATE: 07 JANUARY 2022 AT 12:00**

**PERSONS WITH DISABILITIES ARE WELCOME TO APPLY**

Please note that transport and accommodation costs, to and from Midvaal or the assessment centre, are not reimbursed.

Midvaal Local Municipality is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativeness (race, gender, disability). Candidates whose appointment will promote representativeness will be given preference.

Applications must be submitted on the official application form as provided in Regulation 11 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers Gazette Number 37245. The form is available on the website of the municipality: [www.midvaal.gov.za](http://www.midvaal.gov.za) Candidates wishing to apply for this vacancy must register and submit an application via the electronic job board PNET – <http://midvaal.pnet.co.za> or via the website by completing the electronic application form. For any queries kindly contact Human Resources (016) 360-7440/7569/7409

All shortlisted candidates will be subjected to background screening checks (**verification of qualifications, criminal record checks and security vetting**). Candidates with foreign qualifications must submit a letter from SAQA stating the equivalence of the qualifications. Shortlisted candidates will undergo a competency assessment.

Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within three (3) months, please accept that your application was unsuccessful.

**NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT TO THE ABOVE POSITION/S.**