

ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> • Institutional governance systems and performance management. • Budget and financial management Skills • Excellent communication and relationship building skills. • Exceptional leadership ability with a highly innovative, influential and collaborative approach to leadership.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge and understanding of policy and legislation; • Advanced understanding of institutional governance systems and performance management; • Advanced understanding of council operations and delegation of powers; • Good Governance; • Audit and risk management establishment and functionality.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Assume responsibilities of an Accounting Officer and Head of Administration; • Manage the interface with the Mayor and Council so that the administration is aligned with the priorities of Council; • Achieving excellence in local government service delivery, infrastructure investment, and municipal operations • Building a city administration that demonstrates the developmental local government ideal in honest, responsive manner • Providing the Directorates with leadership and direction; • Developing and maintaining strategic collaborative relationships with key stakeholders by executing decisions of the political structure; advising and guiding the strategic management structure on functional matters and executing policy decisions, • Developing and implementing strategic business plans and policies, which enable and support the City's strategic objectives/priorities and ensuring decision-making and performance accountability.

DEPUTY CITY MANAGER: CORPORATE SERVICES
REF: S56003/2024

CLOSING DATE	13 January 2025
OCCUPATIONAL LEVEL	Top Management (Section 56): Managers directly reporting to The City Manager
ANNUAL TOTAL REMUNERATION PACKAGE	In terms the Government Gazette Notice No. 50737, dated 30 May 2024.
ADVERTISED	City Press, Internal and Website
LOCATION	To be stationed at the Richards Bay Civic Centre but functioning in the whole municipal area of the City of uMhlathuze
TERM OF APPOINTMENT	Permanent employment in terms of the amended Municipal Systems Act dated 17 January 2022.
YEARS' OF EXPERIENCE	<ul style="list-style-type: none"> • 15 years' working experience, of which at least seven years must have been at middle management level in the public sector.

All correspondence must be addressed to the City Manager

<p style="text-align: center;">APPLICATION REQUIREMENTS</p>	<ul style="list-style-type: none"> • Grade 12/ Matric certificate; • At least an NQF Level 7 in the field of Humanities/Human Resource Management/ Business Management/ Public Administration/ Law. • A postgraduate qualification (NQF Level 8) in Public Management, Management Sciences, Law or any other study field related to the position; • A valid driver's licence; • A certificate in Municipal Financial Management (MFMP) or Certificate Programme in Municipal Development (CPMD) is essential. If a newly appointed person is not in possession of this Competency, he/she must complete it within eighteen (18) months from the date of employment, failing which, the employment contract will terminate automatically within one month after the applicable period; • Proven experience in successful institutional transformation in the public or private sector; • Advanced understanding of Council/ Municipal operations and delegation of Powers; • Budget and financial management skills.
<p style="text-align: center;">KNOWLEDGE</p>	<ul style="list-style-type: none"> • Advanced knowledge and understanding of relevant policy and legislation; • Advanced knowledge and understanding of institutional governance systems and performance management; • Good knowledge of corporate support services, including: Human Capital Management; Administration, Legal Services; Facilities Management; Records Management; Information Communication Technology and Council Support; • Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act,2000 (Act No.5 of 2000); • Good governance; • Knowledge of the Labour Relations Act, and other labour-related prescripts; • Legal background; • Knowledge of coordination and oversight of all specialised support functions.

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KEY PERFORMANCE AREAS

- Leading and directing the Corporate Services Department;
- Ensure the Municipality is provided with an effective support services regarding Corporate Administration, Human Resources, Information Technology, Councillor Support and Legal Services;
- Manage corporate administration functions which relate to the provision of records management, Council and Committee secretariat;
- Manage and facilitate Legal Services, including updating policies and Council bylaws;
- Managing the Directorate's budget planning, implementation and budget review to support priorities and deliveries in the context of IDP;
- Provide visionary and innovative leadership to diverse workforce, to ensure optimal utilisation of the Council's resources in terms of implementing its strategic objectives articulated in the IDP and in the fulfilment of its legislative mandate;
- Manage Human Resource portfolio in accordance with labour legislation and collective agreements;
- Provide support and advice to Council and City Manager;
- Implement service delivery budget implementation plan.

NB: All applicants must forward an application form (obtainable in Government Gazette, No. 37245) or can be downloaded from our website: www.umhlathuze.gov.za. Applications, accompanied by a detailed CV with copies of qualifications certificates, Identity Document and driver's licence, should be forwarded by email to SM_Vacancies@umhlathuze.gov.za. Alternatively, applications can be hand delivered during the week to the City of uMhlathuze Civic Centre (5 Mark Strasse Road, Richards Bay) between 07h30- 16h00.

For administrative enquiries, contact: Mr V Singh on (035) 9075196

The City of uMhlathuze is an equal opportunity, affirmative action employer. As such, we intend to promote and uphold representativity in the Municipality regarding Race, Gender and Disability.

PLEASE NOTE: It would be expected of shortlisted candidates to be subjected to competency assessments and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit record. The candidate will be required to disclose all financial interests. All applications must be submitted with an official application form, detailed CV, copies of qualifications and Identity Document, the names of three references from current and previous employers. The application form is available from the Municipal website or the Human Resources Section (Department: Corporate Services). Failure to adhere to the above will result in automatic disqualification.

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