

# BLUE CRANE ROUTE MUNICIPALITY



## **VACANT POSITION** **NOTICE NO: 60/2024**

*Blue Crane Route Municipality with its vision to be a Municipality that provides a better life for all its Citizens, hereby invites applications from committed, self – driven professionals who have passion in ensuring that the municipal vision is accomplished and want to render their services of exceptional high quality in the different fields mentioned herein*

### **DIRECTORATE: CORPORATE SERVICES**

#### **DIRECTOR: CORPORATE SERVICES PERMANENT APPOINTMENT**

#### **PLACE TO BE STATIONED:**

Corporate Services Department, Somerset East (**Head Office**), Cookhouse and Pearston Blue Crane Route Municipal offices.

#### **REMUNERATION PACKAGE:**

**Entry R913 969 – Midpoint R1 026 932 – maximum R1 123 501 plus 4% remote allowance**

The annual total remuneration package payable for the position will be in line with the Local Government: Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers prescribed for a Category 2 municipality (Government Gazette May 2024, No. 50737)

**MINIMUM REQUIREMENTS:** - Grade 12 • A Bachelor Degree in Public Administration / Management Science / Law, or equivalent • Minimum of five (5) years' experience at middle management level • Have proven successful management experience in administration • Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG 37245 dated 17 January 2014 • Compliance in terms of the Financial and Supply chain management competency areas in terms of Government Notice R493 as published in Government Gazette no 29967 of 15 June 2007 (municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment ) • A valid driving license

**COMPETENCY REQUIREMENTS:** Strategic direction and Leadership • People Management. Programme and Project Management • Financial Management. Change Leadership • Governance Leadership • Moral competence. Planning and Organising • Analysing and Innovation. Knowledge and Information Management • Communication Skills.

**KNOWLEDGE:** Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Proven successful management experience in administration • Good knowledge of Corporate Support Services, including Human Capital, Legal Services, Information and Communications Technology (ICT), Council Committee Support Services, Registry and Office Auxiliary Services , Communications and Customer Relations management • Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) • Good Governance • Labour Relations Act, and other labour related prescripts • Legal background and human capital management • Knowledge of coordination and oversight of all specialized support functions • Knowledge of local

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government environment, excellent communication and negotiating skills at all levels of local government

- Good skills in conflict resolution, problem solving and ability to be decisive

**KEY PERFORMANCE AREAS:-** Identifies the Corporate Services strategy with respect to institutional development and transformation and defines, implements and monitors the long term, mid- term and short –term plans of the Department • Directs and controls the Key Performance Indicator's and outcomes of personnel within the Department • Plan the work sequences, programmes and outcomes associated with the maintenance of Corporate Services • Ensures championing of Risk Management in the Department • Responsible for the development, implementation and management of strategies, policies systems and performance- plans for the directorate (and organization where applicable), in alignment with strategic objectives of the Municipality • Plan, Coordinate and implement Corporate Services Departments capital and expenditure budget • Managing all sections within Corporate Services Department including: Human Resources, Administration, Customer Care and Information, Communication & Technology

**NOTE:**

Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks including competency assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

*All applications should be in the application form for senior managers (obtainable in the BCRM Website) together with Curriculum Vitae, certified copies of educational certificates, certified copy of South African Identity Document and a covering letter. All certified copies should not be older than 6 months. Application should be forwarded to: The Municipal Manager, Blue Crane Route Municipality, PO Box 21, SOMERSET EAST, 5850 or hand delivered at 88 Nojoli Street, SOMERSET EAST between 07h45 and 16h00.*  
**NOTE: NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED**



*People with disability are encouraged to apply.*

**NB! No faxed CV's or emailed applications will be accepted.**

Enquiries: Mr L. Mqota @ [lazolam@bcmr.gov.za](mailto:lazolam@bcmr.gov.za) or (042) 243 6400

**Closing date: 03 JANUARY 2025 BEFORE 16H00 (please note that the offices will be closed during public holidays)**

*Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Blue Crane Route Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.*

  
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**MR M.P NINI**  
**MUNICIPAL MANAGER**

09/12/2024  
DATE