



The Knysna Municipality, which lies strategically within the southern region of the Western Cape, in the middle of the Garden Route and stretches from Sedgefield in the West to Knoetzie in the East, require a suitably qualified and experienced person to lead the Municipality as Director Corporate Services. The successful applicant will need to be committed to achieving Knysna's mission statement, viz:

"To provide affordable quality services, alleviate poverty, and facilitate social and economic development of the Greater Knysna Municipal Area through integrated development planning, skills development and the sustainable use of resources"

Knysna strives towards rendering a high quality service to all its residents and is fully committed to a policy of Employment Equity.

DIRECTOR CORPORATE SERVICES

Remuneration package: R768 305 (minimum); R878 063 (midpoint) and R987 820 (maximum) per annum (as determined by Notice No: 40118 of 2016 on upper limits for Senior Managers for a Category 3 Municipality)

(Possible negotiation with the successful candidate on the above package after concurrence of the MEC)

The post is subject to a fixed term Contract of Employment of five years (5 years) as well as acceptable conduct and performance during the term.

The successful incumbent will be the Director Corporate Services of the Knysna Municipality and will manage the entire Corporate Directorate.

Key performance areas:

- Leading and directing the Corporate Services Directorate, ensuring the Municipality is provided with an effective support service regarding Corporate Administration, Human Resources, Public Participation and Legal Services
- Developing, implementing and managing strategic goals, policies, procedures and plans for the directorate and aligning it with the Municipality's strategic objectives
- Managing Human Resources portfolio in accordance with Labour Legislation and various national and divisional Collective agreements
- Managing Corporate Administration functions, which relate to the provision of Records Management, Council and Committee Secretariat
- Managing and facilitating Legal Services, including updating Statutes and Council By-laws
- Managing the Directorate Budget planning, implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan
- Providing advice and support to Council, the Municipal Manager and other Office Bearers on all functions of the Directorate
- Providing visionary and innovative leadership to a 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 statutory mandate
- Controlling and preparing the Directorate's budget
- Advising the Municipal Manager timeously and effectively on matters pertaining to the directorate.

In order to meet the needs of the Knysna Municipality, the successful applicant will conform to the following requirements:

- Bachelor Degree in Public Administration/ Management Sciences/ Law; or equivalent
- 5 years' relevant experience at middle management level
- Proven successful management experience in administration
- Good knowledge and understanding of relevant policies and legislation
- 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 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
- Good knowledge of the Labour Relations Act, and other labour-related prescripts
- Legal background and human capital management
- Knowledge of co-ordination and oversight of all specialized support functions
- The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014
- Certificate in Municipal Minimum Finance Management (SAQA Qualification ID No. 48965) for Senior Managers of Municipalities, as is provided for in Regulation GN R493, dated 15 June 2007
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in at least two of the three official languages of the Western Cape
- Valid driver's license and **NO** criminal record

Please note:

- 1 It would be expected of candidates to be subjected to thorough evaluations 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.
- 2 All applications must be submitted with a detailed CV, **certified copies of qualifications and ID document**, the names of three references from current and previous employers and a **fully completed official application form**, as available from the municipal website or the Human Resources Department, to be couriered to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email:.
- 3 Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 56 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on appointment and conditions of employment of Senior Managers.
- 4 **Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful.**

Closing Date: 12 FEBRUARY 2017

Applicants will be informed of the outcome of the selection process upon completion thereof.

J B DOUGLAS

ACTING MUNICIPAL MANAGER

The Council reserves the right not to make an appointment.