



Ugu District Municipality

Umasipala Wesifunda

PERMANENT EMPLOYMENT VACANCY

Ugu District Municipality, situated at 28 Connor Street Port Shepstone, within the Province of Kwazulu-Natal, invites applications from suitably qualified dynamic and mature candidates whose background and experience match this challenging position. The Municipality seeks to appoint a highly-motivated visionary and self-starter to the following position:

CORPORATE SERVICES GENERAL MANAGER: CORPORATE SERVICES

Permanent Employment

TOTAL REMUNERATION PACKAGE PER ANNUM (ALL INCLUSIVE)

Minimum: R1 283 670 Midpoint: R1 528 180 Maximum: R1 724 407

Appointment to the position of the General Manager: Corporate Services will be on a permanent status of employment in terms of Section 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007.

Key Requirements

- A valid Grade 12 Certificate
- A Bachelor Degree in Public Administration / Management Sciences /Law, or equivalent NQF Level 7 qualification.
- A minimum of five (5) years' experience at middle management levels and have proven successful management experience in administration.
- A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or attaining of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007.
- Have a proven successful management experience in administration.
- A valid code B driver's license.

Knowledge

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance systems and performance management.
- Good knowledge of corporate support services, including:
 - Human Capital Management
 - Administration and Auxiliary Services
 - Fleet Management
 - Information and Communications Technology
 - Disaster Management & Fire Services
 - Security Services
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.
- Good Governance.
- Labour Relations Act and other related prescripts.
- Legal background and human capital management.
- Knowledge of coordination and oversight of all specialised support functions.
- Good facilitation and communication skills in at least two official languages.

Key Performance Areas

Reporting directly to the Accounting Officer, the incumbent shall be expected to:

- Provide strategic leadership in the Corporate Support Services department of the Municipality.
- Develop and continuously evaluate short- and long-term strategic financial objectives and ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of Government.
- Provide administration and support services to Council and its Committees.
- Ensure that municipal information is secured.
- Management of municipal fleet.
- Facilities and security management.
- Provide technical assistance during the annual review of the organizational structure.
- Provide strategic human resource to the Accounting Officer and Senior Managers.
- Assist the Accounting Officer with other roles and responsibilities delegated to the General Manager: Corporate Services position in terms of relevant legislation.
- Provide overall management of:
 - Human Capital Management
 - Administration and Auxiliary Services
 - Fleet Management
 - Information and Communications Technology
 - Disaster Management & Fire Services
 - Security Services

NB: Ugu District Municipality subscribe to the provisions of Employment Equity Act.

All applications must be submitted with an application form which can be found on our website (www.ugu.gov.za), accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and driver's license to the Municipal Manager for the attention of:

The Manager: Human Resources, Ms NP Gumbi; Ugu District Municipality, P.O. Box 33, Port Shepstone, 4240, hand-delivered at: (96 Marine Drive, Oslo Beach), Port Shepstone, 4240 or Recruitment@ugu.gov.za No late, faxed applications shall be considered.

Enquiries: Ms NP Gumbi, Tel. 039-688 3537

Closing Date: 16h00, Friday, 27 June 2025

Due to the expected high response volume, communication will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**MR VO MAZIBUKO
MUNICIPAL MANAGER**



APPLICATION FORM FOR EMPLOYMENT OF SENIOR MANAGERS (SECTION 56)

TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strict confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)				
Advertised post applying for				
Reference number				
Name of the Municipality				
Notice service period				
B. PERSONAL DETAILS				
Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are a South African Citizen?			Yes	No
If no, what is your Nationality?				
Work Permit Number:				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below.				No
Political Party:	Position:	Expiry date:		
Do you hold a professional membership with any professional body? If yes, provide information below				No
Professional Body:	Membership Number:	Expiry date:		

C. CONTACT DETAILS			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence	Post	E-mail	Fax
Correspondence contact details (in terms of above)			
D. QUALIFICATIONS (elaborate on your CV)			
Name of School / Technical College	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year Obtained

E. WORK EXPERIENCE (elaborate on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in the local government, indicate whether any condition exists that prevents your re-employment				Yes		No
If yes, provide the name of the previous employing municipality						

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct during the past ten (10) years?	Yes	No
If yes, Name of Municipality/ Organisation		
Type of a Misconduct/ Transgression		
Date of Resignation/ Disciplinary case finalised		
Award/ sanction		
Have you been accused of an alleged misconduct during the past ten (10) years and have resigned from your job pending finalisation of the disciplinary proceedings?	Yes	No

G. CRIMINAL RECORD		
Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes	No
If yes, type of criminal act		
Date criminal case finalised		
Outcome/ Judgment		

H. REFERENCE				
Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

I. DECLARATION	
<i>I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.</i>	
Signature:	Date: