UMSOBOMVU LOCAL MUNICIPALITY

Continuously Rising

ADVERTISEMENT: PERSONNEL VACANCY

Umsobomvu municipality, servicing the towns of Colesberg, Noupoort and Norvalspont seeks applications from suitable qualified candidates for appointment in the under-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

Post: **Section Head: Corporate Services**.

Qualifications: Three (3) year Diploma or Degree in Public/Business Administration or an equivalent qualification.

Salary: T Level 14, plus normal benefits applicable to local government.

Experience: Five (5) years' experience in municipal administration. Computer Literacy. Analytical and good writing and language skills. Ability to communicate in two or more of the local official languages. Applicants must be in possession of a valid driver's licence.

Key Functions : Responsible for managing the Corporate Services Section in the Corporate Services Department. Responsible for assisting the Senior Manager in the development, review and publication of Council policies, By-Laws and procedures. Ensure that all applicable laws, ordinances, by-laws and regulations are kept up to date and advise departments on the interpretation and execution thereof. Compile and issue public notices in accordance with the legal requirements. Assist Communication Officer to provide an effective community participation and communication services. Provide advice and guidance to subordinates with regard to policies, procedures, strategies and processes. Management of Council's support services, archive services, human resources, skills development, municipal safety and cleaning/auxiliary services.

Application Instructions: A properly filled out application form together with certified copies of qualifications and other relevant documentation must be submitted to: The Municipal Manager Umsobomvu Municipality, Private Bag X 6, **Colesberg,** 9795 before or on 16 November 2020 at close of business. No faxes or e-mails will be accepted. Applicants who previously applied need not to apply again as their applications will be considered in the next round. Should applicants not receive any response within two months after the closing date, please accept that your application has not been successful. Canvassing and/or lobbying of Councillors and or municipal officials will result in the disqualification of an applicant.

A.C. MPELA
MUNICIPAL MANAGER

Notice Nr. 55/2020 30 October 2020