



ELUNDINI LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

NOTICE NO: 05/2020-21

Re-ADVERTISEMENT



The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

CORPORATE SERVICES

MANAGER: AUXILIARY AND ADMINISTRATION (TASK GRADE 15)

ANNUAL BASIC SALARY R496 377.60-R644 313.72

MINIMUM REQUIREMENTS: • Grade 12 • B. Admin Degree • Driving License code EB • Computer Literacy-Office Application • 5 year experience of which 3 years should be at supervisor level.

MAIN DUTIES: • **MANAGEMENT FUNCTIONS** • **FORWARD PLANNING:**

• Identifies and defines the immediate, short and long term objectives/plans associated with the provision of administrative support to the Corporate Services Department by: • Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation. • Analyzing and aligning administration requirements with operating capacity and capability • Evaluating and commenting on the applicability of specific key administration performance indicators and measures against outcomes detailed in the Departments Business and Strategic Plans.

• **PRODUCTIVITY/PERFORMANCE AND PERSONNEL MANAGEMENT:**

• Defining/Adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements • Evaluating the capability of prospective applicants and participating in the interviewing and final selection sessions. • **ADMINISTRATION MANAGEMENT:** • **FINANCIAL CONTROL AND RISK MANAGEMENT:**

• Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and consolidating the department's operating and capital budget • Evaluating and presenting report to the immediate superior detailing the Department's performance against specific measures • Initiating specific

sequence in consultation with the Accountant and Management team aimed at regularizing expenditure. • **MUNICIPAL SECURITY:** • Managing all operations associated with physical access control to the municipal assets and properties.

• Preparing draft specifications for appointment of Security Service Providers (physical access control) and monitor the Supply Chain Processes until a service provider has been appointed. • **CORRESPONDENCE, RECORDS AND DOCUMENTATION MANAGEMENT:** • Maintaining contractual procedures to facilitate assessment of financial/ administrative implications for the Department •

Updating and maintaining the 'codes of delegations' Department's standing orders and relevant legislation and informing/circulating to Management and support personnel.

VALUE STATEMENT: The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality".

EMPLOYMENT EQUITY STATEMENT: Elundini local municipality is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) through filling of these posts and candidates whose appointment will promote representivity will receive preference. Preference will be given to the underrepresented occupational category in terms of race, gender and disability.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Faxed applications will not be accepted.

Applications should be addressed to: **Director Corporate Services**

Elundini Local Municipality, P.O. Box 1, Maclear, 5480

Tel. No: (045) 9328100 | Closing Date: 18th December 2020