



# SETSOTO LOCAL MUNICIPALITY

Setsoto Municipality, with its seat in Ficksburg, Free State, is an equal opportunity, affirmative action employer with clear employment equity targets. It is our intention to promote equity through the filling of posts, according to the set Employment Equity targets. Qualified persons, women and people with disability with the skills and expertise to discharge the duties of the under-mentioned positions are invited to apply.

**Incorporating, Ficksburg (Head Centre), Senekal, Clocolan and Marquard**

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER  
POSITION: DIRECTOR COMMUNITY SERVICES  
(PERMANENT POSITION)  
UNIT: FICKSBURG**

**SALARY: (Min – R965 958.00; Mid – R1 103 953.00; Max – R1 224 083.00) Including 4% rural allowance. Total remuneration package will be in terms of Government Gazette No.50737 dated 30/05/2024**

- REQUIREMENTS** Bachelor Degree in Social Sciences / Public Administration / Law or equivalent or any other equivalent qualification registered with the National Qualifications Framework at NQF Level 7 with a minimum of 360 credits.
- OTHER REQUIREMENTS:** The appointed candidate must be a South Africa Citizen or permanent resident with no criminal record. He/she must be in possession of a valid driver's license (Code 08 (EB) and a suitable vehicle for proper performance of his/her functions; willingness to work irregular hours with extensive travelling.
- ADDED ADVANTAGE:** Registration with the South African Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body. Certificate in Municipal Finance Management (**SAQA Qualification ID No. 48965**).
- EXPERIENCE:** Five (**5**) years relevant experience at a Middle Management level and have proven successful institutional transformation within Public or Private Sector.
- KNOWLEDGE:** The candidate will be expected to demonstrate.
- (i) Good knowledge and understanding of relevant policy and legislation.
  - (ii) Good knowledge and understanding of institutional governance systems and performance management.
  - (iii) Understanding of council operations and delegation of powers, as well as:
    - Health service management.
    - Public safety.
    - Parks and recreation management.
    - Solid Waste (including landfill sites)
    - LED & Tourism Development.
    - Security Services
- LEADING COMPETENCIES:** Strategic Direction and Leadership, People Management, Program and project Management, Financial Management, Change Leadership and Governance Leadership.
- CORE COMPETENCIES:** Moral Competence, Planning and Organizing, Analyzing and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus.

**KEY PERFORMANCE AREA:** Provide strategic leadership in the Community Services Directorate of the Municipality. Develop and continuously evaluate short, medium and long term strategic organisational governance objectives of the Municipality. Ensure policy development, research and compliance. Develop and monitor systems, procedures and processes to ensure correct working operations and practices. Coordination of portfolio Committee meetings and business processes and submit reports. Development and implementation of the departmental SDBIP. Compile and implement departmental budget. Give inputs and support towards preparation of IDP to ensure alignment and efficient performance. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of services and administration of the Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Directorate

## **APPLICATIONS AND CONDITIONS OF APPOINTMENT**

1. Applicants must download and fill in an Application Form (Annexure C) available on the Municipal Website at ([www.setsoto.co.za](http://www.setsoto.co.za)); which is also accessible on [www.gpwonline.co.za](http://www.gpwonline.co.za) or directly from the Government Notice No. 21 of 17 January 2014 (Annexure C). No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV with contactable references, recently certified original copies of qualifications, Identity document, driver's licence and covering letter depicting the reference number of the post applied for and enclosed in an envelope clearly marked "Application for the position: Director: Community Services". Faxed and e-mailed applications will not be considered;
2. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
3. Short-listed candidate will be subjected to reference checks, criminal record check and signing of indemnity forms
4. Recommended candidates will be subjected to a competency-based assessment over 2 day's prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of 17 January 2014;
5. The successful candidate will be required to sign an Employment Contract before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergoing the necessary Security Vetting Processes.
6. The incumbent will be stationed at Setsoto Local Municipality's head office situated in Ficksburg but may be deployed anywhere within the municipality depending on the operational requirements.
7. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of two months after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
8. The successful candidate will be reporting directly to the Accounting Officer.
9. The municipality reserves the right not to appoint any applicant to this position.
10. A candidate who canvasses for preference will be disqualified.

## **APPLICATIONS**

Detailed and comprehensive Curriculum Vitae accompanied by certified qualifications must be addressed to; The Municipal Manager, Setsoto Local Municipality, P O Box 116, Ficksburg 9730 or alternatively can be delivered at Municipal Building, 27 Voortrekker Street, Office of the Municipal Manager, Annexure Building, Second Floor, Ficksburg, 9730. Enquiries: Me N Malatjie) Tel: 051 933 9300 / 051 933 9395. Late applications will not be considered; post delays must be considered by the applicant.

**NB. Applicants who previously applied for this position should not re-apply as their applications will be taken into consideration. We also discourage applicants who are towards the pensionable age to apply.**

**CLOSING DATE: 2<sup>nd</sup> August 2024 @16h30**

**Mrs NF MALATJIE  
MUNICIPAL MANAGER**