

LESEDI LOCAL MUNICIPALITY, GAUTENG  
ADVERTISEMENT  
EXTERNAL

Job notice number: 60 / 2013

Job Title: **MANAGER: CORPORATE & ADMINISTRATIVE SERVICES**

Department: Corporate Services

Number of Positions Available: 1

Application closing date: 25 September 2013 **before 12H00**

Remuneration: R306 264 - R397 548 per annum (*benefits excl*)

Appointments requirements: Must be in possession of Grade 12 with a qualification in Law or Administration. Have an understanding of local government systems Must have a proven extensive experience and knowledge of secretariat and general administration function with 3 years municipal experience. A certificate in Municipal Finance will be advantageous.

Personal Attributes/competencies: An ability to work as part of a team. Must be able to motivate staff. Proactive and decisive under pressure. The ability to interact professionally with a diverse group including executives, managers and subject matter experts. Understanding of Local Government and legislation. Able to organise, coordinate and direct user and teams. Ability to manage the performance of staff.

Duties: Will be expected to coordinate and administer the secretariat function of the Council so as to ascertain productivity and compliance. Must have an ability to review/audit work and ensure it is completed in an appropriate standard. Must be able to undertake adequate consultation with appropriate parties and complete appropriate quality documentation and processes. To conduct administrative duties in order to ensure synergy of activities. To manage personnel and monitor performance in order to ensure that the climate is conducive to promote and sustain service levels. Must have knowledge on compiling agenda's, records management, council meetings, standing orders and facilities management. Ensure that the Records section is well managed as according to archive policies. Contribute to the formulation of SDBIP for the department and present items associated with the department to structures of Council. Develop short, medium and long term strategies to address priority issues indicated in IDP

Contact person: Nerina Ramsammy

Telephone: 016 340 4475

Applications must be lodged at: Enquiries  
Corner H F Verwoerd and Louw Street  
Heidelberg  
1438

or P.O Box 201  
Heidelberg  
1441

*Alternatively*  
recruitment@lesediim.co.za

Applicants who have not been contacted within three months from the closing date should consider themselves unsuccessful. The Lesedi Local Municipality is an equal opportunity affirmative action employer. Disabled persons are encouraged to apply. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Lesedi Local Municipality reserves the right to appoint a successful candidate.