



SOL PLAATJE MUNICIPALITY

Sol Plaatje Municipality invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

Executive Director: Corporate Services

AA Appointment

Ref. No: 2023/003

Annual Total Remuneration Package: Between R1 242 662 (Minimum) and R1 669 319 (Maximum) as per Government Gazette No. 48789, of 14 June 2023.

Term of Appointment: Permanent Appointment.

Minimum Qualifications / Requirements: Bachelor's degree in Public Administration / Management Science / Law, or equivalent.

Years of experience: • 5 years' experience. • Experience at middle management level. • Have proven successful management experience in administration. • CPMD or Municipal Financial Management Programme, if not already acquired, the incumbent will be required to complete the training within 18 months of the appointment date.

Type of 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, legal services, facilities management, information communication technology and council support. • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000). • Good governance. • Labour relations act, and other labour-related prescripts. • Legal background and human capital management. • Knowledge of coordination and oversight of all specialised support functions.

Competencies: • Customer management: promote and inculcates an environment in which customer satisfaction is valued and outstanding services is consistently delivered. • Ethical, integrity and professionalism: displays integrity and ethical behaviour in personal and organisational practices, models the value of the organisation in order to promote institutional confidence, trust and value. • Impact and influence. • Political astuteness: achieves municipal mandate and common purpose through recognition and mobilisation of support within the political administrative leadership interface. **Leadership Competencies:** • Governance: support and implements good governance through monitoring and evaluation of performance and compliance enforcement against targets, standards and relevant legislation / guidelines. • Policy conceptualisation and formulation. • Risk management. • Institutional performance management and accountability. • Strategic direction and leadership. • Human capital management. • Critical thinking and financial management. • Negotiation, conflict resolution and lobbying and people management.

Key Performance Areas: • Creates and fosters a municipal culture where integrity and honesty flourishes by ensuring accountability of employees at all times. • Adhere to measures and controls that fights fraud, corruption and other acts of dishonesty, that are widely recognised in local government for being ingenious and prudent. • Pursues political-administrative teaming and functioning to enhance collaborative interactions and cooperatives for the purpose of institutional cohesion, common identity and service delivery success. • Advocate governance and compliance in corporate service as embodied in the King Report on corporate governance and as it applies to the local government legal framework. • Support the formulation and implementation of the code of conduct for all role players within corporate services and the municipality which as a minimum include labour relations, legal services, human resources, occupational health and safety and related functions. • Implement and oversees the implementation and enforcement of policies and procedures to enhance effective people management in the municipality. • Support the municipal manager and contribute to the establishment and maintenance of non-compliance with labour relations and other related legislative requirements. • Advice on impact of amendments to the constitution, nation and provincial legislation and policies, and the legislation framework governing local government on the municipality by-laws and policies. • Analyses the internal audit and audit committee reports related to corporate services, implements timeously risk management interventions to curb occurrence of such risks and audit findings. • Ensure stakeholder consultation (internal and external) and guide the municipal council on stakeholder consultation as envisaged and required by the governing legislations and pursues and maintain good internal relations with the mayoral committee / municipal council by supporting the municipal council's oversight role in its interface with the administration's day-to-day operational activities of the municipality. • Promote the importance of excellence across corporate services department through corporate identity and ensure that key performance areas are aligned with the KPI's and the municipal KPA's. • Oversee development and implementation of strategies, policies and procedures for legal services, HR, OHS, IT and knowledge management, etc. • Manage and coordinates the approach towards litigation or other proceedings to which the municipality is party to or potentially party. • Advise and assists other managers in applying sound recruitment and selection practice and appropriate induction, training and development programmes and the human resource management programmes. • Prepare own budget in line with the strategic objectives of the municipality and develops corrective measures / action to ensure alignment or budget to financial resources.

Please Note:

- Late applications will not be considered after closing date and time.
- Candidates are required to complete the prescribed Executive Director: Corporate Services Sol Plaatje Municipality application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014, **which is available on the municipal website (www.solplaatje.org.za)**. Failure to do so will result in the candidate being disqualified.
- **Your application must include the Executive Director: Corporate Services Sol Plaatje Municipality application form, MiE vetting form and financial disclosure form.**
- Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and should disclose financial interest.
- Shortlisted candidates will also undergo competency assessments (Government Gazette No. 48789)
- Sol Plaatje Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation.
- Applications in writing on the official application form and accompanied by a comprehensive CV and certified copies of diplomas / certificates, which will be regarded as confidential, must be directed to: Mrs C Gouws and dropped off in the application box at Sol Plaatje Municipality, c/o Bultfontein & Lyndhurst Avenues, New Civic Building, HR, 3rd Floor.
- Alternatively, electronic applications accompanied by the official application form, a comprehensive CV and certified copies of diplomas/certificates may be emailed to cgouws@solplaatje.org.za.
- These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- No CV's and certified copies of qualifications will be returned on the applicant's request, therefore please do not send us original certificates.

ENQUIRIES: MRS C GOUWS, (053) 830 6705 / cgouws@solplaatje.org.za

Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.

THE SOL PLAATJE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.

CLOSING DATE: 11 December 2023 @ 16:00



Sol Plaatje Municipality
Sol Plaatje Drive, Kimberley, 8301
Recruitment Tel (053) 830 6705
Email work@solplaatje.org.za
Website www.solplaatje.org.za

APPLICATION FORM FOR EMPLOYMENT

1. This form must be completed in full, accurately and legibly in your own handwriting with a black pen. All relevant substantial information must be provided in this form. Any additional information may be provided on a CV.
2. A separate application form is required should you apply for more than one position.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist Sol Plaatje Municipality to expedite recruitment and selection process.
4. All information received shall be treated with confidentiality and shall not be used for any other purpose than to assess suitability to the advertised position.
5. Canvassing for appointment will disqualify an applicant.
6. If you have not been contacted within 60 days, your application was unsuccessful.
7. This application form is used to assist Sol Plaatje Municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	E D : C O R P O R A T E S E R V I C E S															
Reference Number	2	0	2	3	/	0	0	3	Notice service period							
Employment Status	Unemployed <input type="checkbox"/>			Employed <input type="checkbox"/>			Self-employed <input type="checkbox"/>									

PERSONAL DETAILS

Internal Candidate	Yes	No	Intern	Yes	No	If yes, from				Employee Pay Number			
Surname													
First Names													
ID / Passport Number													
Gender	Male	Female	Race	African			Coloured		Indian		White		
Do you have a disability?	Yes	No	If yes, elaborate.										
Are you a South African Citizen?	Yes	No	If not, what is your nationality?										
			Do you have a valid work permit?	Yes	No								
Do you hold a professional membership with any professional body?	Yes	No	Membership Number										
Name of professional body									Expiry Date				
Languages (Read, Write & Speak)	Afrikaans	<input type="checkbox"/>	English	<input type="checkbox"/>	Ndebele	<input type="checkbox"/>	Northern Sotho	<input type="checkbox"/>	Southern Sotho	<input type="checkbox"/>	Swazi	<input type="checkbox"/>	
	Tswana	<input type="checkbox"/>	Tsonga	<input type="checkbox"/>	Venda	<input type="checkbox"/>	Xhosa	<input type="checkbox"/>	Zulu	<input type="checkbox"/>	Sign Language	<input type="checkbox"/>	
Drivers Licence	Yes	No	Licence Code	A	A1	B	C1	C	EB	EC1	EC	PDP	Learners

CONTACT DETAILS

Mobile Phone Number											<i>Please ensure the number is correct. If it changes, please inform us.</i>		
Residential Address											Postal Code		
Postal Address											Postal Code		
Email Address													
Preferred Language of Communication													

QUALIFICATIONS (Please elaborate on CV)

Highest secondary qualification obtained

Name of School

Highest Grade Year Obtained

Highest tertiary qualification obtained

Name of Institution

Name of Qualification

NQF Level Year Obtained

Name of Institution

Name of Qualification

NQF Level Year Obtained

Name of Institution

Name of Qualification

NQF Level Year Obtained

WORK EXPERIENCE (Please elaborate on CV) – Start with the most recent (i.e. current employer)

Employer

Post Held

From Month Year To Month Year

Reason for Leaving

Employer

Post Held

From Month Year To Month Year

Reason for Leaving

Employer

Post Held

From Month Year To Month Year

Reason for Leaving

DISCIPLINARY RECORD

Have you been dismissed for misconduct during the past ten (10) years? Yes No

If yes, name of Municipality / Employer

Type of misconduct / transgression

Date of resignation / disciplinary case finalised / dismissal

Award / sanction

Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings? Yes No

CRIMINAL RECORD

Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes	No
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If yes, type of criminal act	
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Date criminal case finalised	
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Outcome / Judgement. Please attach proof.	
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REFERENCES (Please elaborate on CV)

Name of Referee	
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Relationship	
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Telephone number – office hours ()		Mobile Phone Number	
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Email Address	
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Name of Referee	
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Relationship	
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Telephone number – office hours ()		Mobile Phone Number	
--	--	---------------------	--

Email Address	
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Name of Referee	
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Relationship	
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Telephone number – office hours ()		Mobile Phone Number	
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Email Address	
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DECLARATION

- I hereby certify that all information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. All relevant information to assist in my application has been disclosed.
- I realise that if this application should lead to my appointment and there is proof that false information has been provided, this may lead to legal proceedings and immediate dismissal.
- I confirm that my contact details given here are correct and if anything changes, I will inform Sol Plaatje Municipality as it is my obligation to provide correct contact information. All correspondence from Sol Plaatje Municipality is done via email and / or sms (text messaging).
- I will avail myself on the date and time scheduled for interviews by Sol Plaatje Municipality as I understand that interview dates cannot be altered.
- The Sol Plaatje Municipality complies with the provisions of the POPIA and you are hereby giving consent that your information will only be used for the purpose of the position you have applied for.
- I hereby also give consent that Sol Plaatje Municipality can access my personal information and conduct the following checks as and when necessary qualification(s), memberships, work permits, employment references, criminal record, ID verification, drivers' licence and PDP.

Signature		Date	
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FOR SOL PLAATJE MUNICIPALITY RECRUITMENT OFFICE USE ONLY

Appointed as		From	
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Salary Scale		Notch	
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Remarks		Post ID	
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Directorate	Appointments Committee
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Vote number	Reference No 20_____ / _____
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Application processed (Recruitment)	Date
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Comments	
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Comments	
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Approval – Executive Director	Date
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Approval – Municipal Manager	Date
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Approval – Human Resource Manager	Date
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Approval – Human Resource Manager	Date
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COMPANY DETAILS "Company" To be completed by Company Agent

Company Name: Sol Plaatjie Municipality Email: cgouws@solplaatje.org.za
 Agent Name: Christine Gouws Mobile No: 053 830 6705

CANDIDATE PERSONAL INFORMATION To be completed by the Candidate

Surname: _____
 Full Names: _____ Maiden Name _____
 Mobile Number: _____ Date of Birth: _____
 ID Number / Identifier:

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 Description of Identifier: _____
 E.g. South African ID Number, Zimbabwean Passport Number, etc.

BACKGROUND SCREENING CHECKS To be completed by the Company Agent

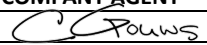
<input type="checkbox"/> Credit Check <input type="checkbox"/> Qualification <input type="checkbox"/> Employment References <input type="checkbox"/> Criminal Checks <input type="checkbox"/> Fraud Check	<input type="checkbox"/> Sanctions <input type="checkbox"/> Identity Verifications <input type="checkbox"/> Insurance Regulations <input type="checkbox"/> Drivers license & Vehicles <input type="checkbox"/> Social Media Screening Checks
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DEFINITIONS

- "Candidate" means the person on whom the Company will process background screening checks for lawful purposes including but not limited to employment/ continuation of employment;
- "Company" refers to MIE Client;
- "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- "FSCA" refers to the Financial Sector Conduct Authority;
- "NCA" shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION

- I acknowledge
- that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company.
 - that verification requests form part of the background screening process and that:
 - requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only;
 - For employment in a position of trust and honesty and entails the handling of cash or finances;
 - Fraud prevention or detection.
 - data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
 - that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
 - that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
 - that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
 - may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
 - may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
 - may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE. and
 - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
 - I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
 - A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
 - "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

	CANDIDATE	COMPANY AGENT
SIGNATURE		
DATE		

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company.



Sol Plaatje Municipality
Sol Plaatje Drive, Kimberley, 8301
Recruitment Tel (053) 830 6705
Email work@solplaatje.org.za
Website www.solplaatje.org.za

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) _____

(postal address) _____

(residential address) _____

(position held) _____

(name of municipality) _____

Tel: _____ Fax: _____

hereby certify that the following information is complete and correct to the best of my knowledge.

1. Shares and other financial interests (not bank accounts with financial institutions)

Number of shares / Extent of financial interest	Nature	Nominal value	Name of Company / Entity

2. Directorships and partnerships

Name of corporate entity	Type of business	Amount of Remuneration / Income

3. Remunerated work outside of the Municipality (must be sanctioned by Council)

Name of employer	Type of work	Amount of Remuneration / Income

CONFIDENTIAL

Council

Signature by Mayor / Designate: _____ Date: _____

4. Consultancies and Retainerships

Name of Client	Nature	Type of business activity	Value of any benefits received

5. Sponsorships

Source of assistance / sponsorship	Descriptions of assistance / sponsorship	Value of assistance / sponsorship

6. Gifts and Hospitality from a source rather than a family member

Description	Value	Member

7. Land and Property

Description	Extent	Area	Value

SIGNATURE OF SENIOR MANAGER

Date: _____

Place: _____