

**MOGALAKWENA LOCAL MUNICIPALITY**

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions: Women and disabled are encouraged to apply.

**1. MANAGER : CORPORATE SUPPORT SERVICES**

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. The incumbent will be stationed at Mogalakwena Local Municipality with its head office in Mokopane.

**Remuneration: R662 690, 00 (minimum) or R757 360, 00 (midpoint) or R852 020, 00 (maximum) per annum**  
(The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 225 published in Government Gazette No 37500 dated 29 March 2014)

Requirements: The applicant must be in possession of a Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent. The incumbent must have a minimum of ten (10) years relevant experience at middle management level and have proven successful management experience in administration. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity.

The incumbent must have the following competencies as per notice 21 published in Government Gazette No. 37245 dated 17 January 2014:

Leading Competencies:

Strategic direction and leadership; people management; program and project management; financial management; change management and government leadership.

Core competencies:

Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication and results and quality focus.

Knowledge:

- Good knowledge and understanding of relevant policies 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; and
- Knowledge of coordination and oversight of all specialized support functions.

RESPONSIBILITIES: Reporting to the municipal manager the incumbent will be responsible to lead, direct and manage staff within the department so that they are able to meet their departmental and organizational objectives. This includes the provision of auxiliary support services to the municipality; the provision of sustainable records management services; the recruitment and retention of competent human capital; the promotion of sound labour relations; provision of legal services as well as the provision of information technology and support to the municipality. Developing of a GRAP compliant MTREF budget for the department, efficiently manage and control the budget for the department; prepare and submit required reports to the municipal manager and relevant political structures; ensure support to category C municipalities in the district on corporate related matters; develop and implement the department's service delivery and budget implementation plan (SDBIP); attending all council and relevant meetings and making recommendations as required and implementing decisions; advising council on all matters of the department; perform any other related functions as requested by the municipal manager.

## 2. MANAGER: TECHNICAL SERVICES

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. The incumbent will be stationed in Mogalakwena Local Municipality with its head office in Mokopane.

**Remuneration: R662 690, 00 (minimum) or R757 360, 00 (midpoint) or R852 020, 00 (maximum) per annum**  
(The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 225 published in Government Gazette No 37500 dated 29 March 2014)

REQUIREMENTS: The incumbent must be in possession of a Bachelor of Science Degree in Engineering / B Tech: Engineering or equivalent; The applicant must have a minimum of ten (10) years' experience at middle management level or as programme / project manager and 3-4 years must be at professional / management level engineering management experience. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity. A certificate of competency as required in terms of General Machinery Regulations, 1998 or registration with a recognized relevant engineering professional body will be an added advantage.

The incumbent must have the following competencies as per notice 21 published in Government Gazette No. 37245 dated 17 January 2014:

### Leading Competencies:

Strategic direction and leadership; people management; program and project management; financial management; change management and government leadership.

### Core competencies:

Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication and results and quality focus.

#### KNOWLEDGE:

- Good knowledge and understanding of relevant policies and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Must have extensive knowledge of the public office environment; and
- Must be able to formulate engineering master planning, project management and implementation.

RESPONSIBILITIES: The manager : technical services reports to the municipal manager; ensures proper management and coordination of services provision (water, waterborne and rural household sanitation, roads, building control, etc.); ensures provision of effective and efficient financial management in all departmental activities; provides effective control of projects and contracts on infrastructure provision for the municipality; ensures existence of adequate policy environment for implementation of municipal programmes; procedures and compliance with legislation; develops and monitors service delivery and budget implementation plans (SDBIP); facilitates increase on employment rates through projects; ensures proper risk management in the department; facilitates adequate IGR participation; manages water, roads and sanitation designs, manages project management, operations and maintenance units; consolidates and submits reports in line with municipal reporting standards; advise local municipalities and communities on social and institutional activities through the ISD and IGR forums. Attending all council and relevant meetings and making recommendations as required and implementing decisions; advising council on all matters of the department. Development of a GRAP compliant MTREF budget and efficiently manage and control the budget for the department; prepare and submit required reports to the municipal manager and relevant political structures and attends to ad-hoc responsibilities allocated by the municipal manager

### 3. MANAGER: TRAFFIC AND EMERGENCY SERVICES

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. The incumbent will be stationed in Mogalakwena Local Municipality with its head office in Mokopane.

**Remuneration: R662 690,00 (minimum) or R757 360,00 (midpoint) or R852 020,00 (maximum) per annum**  
(The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 225 published in Government Gazette No 37500 dated 29 March 2014)

#### REQUIREMENTS:

The incumbent must be in possession of a relevant Bachelor Degree or equivalent. The applicant must have a minimum of ten (10) years' relevant experience at middle management level, and have proven successful management experience in traffic, license registration, security and emergency services. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle. The incumbent must be a person of honesty and integrity. Registration with a relevant professional body will be an added advantage.

The incumbent must have the following competencies as per notice 21 published in Government Gazette No. 37245 dated 17 January 2014:

#### Leading Competencies:

Strategic direction and leadership; people management; program and project management; financial management; change management and government leadership.

Core competencies:

Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication and results and quality focus.

KNOWLEDGE:

- Good knowledge and interpretation of policy and legislation;
- Good knowledge of performance management system
- Good governance; and
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)

RESPONSIBILITIES:

Reporting to the municipal manager the incumbent must render and manage an effective security and emergency service; is responsible for an efficient and effective traffic division; is responsible for rendering fire services to the community; must manage licensing services; manage all personnel in the department; direct and manage day-to-day operations of the department; attend all council and relevant meetings and make recommendations as required and implementing decisions; advise council on all matters of the department. Develop a GRAP compliant MTREF budget and efficiently manage and control the budget for the department; prepare and submit required reports to the municipal manager and relevant political structures; ensure support to category C municipalities in the district on department related matters; develop and implement the department's service delivery and budget implementation plan (SDBIP); perform any other related functions as requested by the municipal manager.

All applications must be submitted on the official Mogalakwena Local Municipality's application form for senior managers that is downloadable from the website: [www.mogalakwena.gov.za](http://www.mogalakwena.gov.za) and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicates the position you are applying for and must be sent by post to: The Acting Municipal Manager, Mogalakwena Local Municipality, P.O. Box 34, Mokopane, 0600 or hand delivered to Mogalakwena Local Municipality, Office no: 117 (Human Resources), 54 Retief Street, Mokopane. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and security vetting and screening will be done for all the shortlisted candidates. Further enquiries may be directed to Mr. H S M Ngoepe at tel. no. 015 491 9612 during office hours.

Closing date: 6 February 2015

The Mogalakwena Local Municipality reserves the right not to fill the advertised posts.



The Acting Municipal Manager  
54 Retief Street  
Box 34  
MOKOPANE  
0600

Notice number: 2/2015