

## 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.

### OFFICE OF THE MUNICIPAL MANAGER

#### 1. MANAGER : COMMUNITY 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 **and undergo a competency assessment and security vetting**. The incumbent will be stationed at Mogalakwena Local Municipality with its head office in Mokopane.

**Remuneration: R 1 026 342 (minimum) or R 1 207 460 (midpoint) or R 1 388 579 (maximum) per annum**

(The offer of remuneration will be determined by competences, qualifications, experience read together with the guidelines as set out in notice 381 published in Government Gazette No 40118 dated 4 July 2016)

Requirements: The applicant must be in possession of a Bachelor Degree in Social Sciences / Public Administration / Law; or equivalent. The incumbent must have a minimum of five (5) years relevant experience at middle management level and have proven successful institutional transformation within public or private sector. 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 governance 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;
  - human capital management
- 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 parks, recreation, cemetery and stadium services to the municipality; the provision of waste management services; the provision of library services. 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 community services 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.

***Female candidates are encouraged to apply.***

#### **PERSONAL ASSISTANT: MUNICIPAL MANAGER**

**Duties:**

Reporting directly to the Municipal Manager, the incumbent will perform the following duties:

- Act as personal assistant and receptionist
- Perform general administrative functions
- Keep record of meetings
- Provide an efficient and reliable secretarial function
- Provide an efficient and friendly reception function
- Typing of reports and correspondences
- Maintain office procedures
- Maintain the Municipal Manager's diary

**Requirements:**

Grade 12 with National Certificate in Secretarial / Office Management / Management Assistant.  
1 – 2 years' experience

**Salary Scale:** R 201 036, 00 – R 228 732, 00 per annum

#### **DEPARTMENT OF FINANCE DIVISIONAL HEAD: BUDGET & TREASURY (Ref.No.3001FD)**

**Duties:**

Reporting directly to the Deputy Manager Finance, the incumbent will perform the following duties:

- Provide budget and reporting strategic support to the municipality
- Budget planning
- Budget implementation and monitoring
- Statutory reporting
- Manage budget within the division
- Managing the budgeting and reporting function
- Human resources management

**Requirements:**

B degree in Accounting or Equivalent and Municipal Finance Management Programme Certificate  
Membership of an accredited professional institute or other recognized accounting body e.g. CIMA, CPFA, ACIS  
Code B driver license  
No criminal record.  
5 Years relevant experience with 3 years in Supervisory level

**Salary Scale:** R 414 119, 00 per annum

**All applications for senior manager position 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 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 Ms. K Bontsi at tel. no. 015 491 9634 during office hours.

Closing date: 30 April 2019

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



B S Gunqisa  
The Municipal Manager  
54 Retief Street  
Box 34  
MOKOPANE  
0600

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