

MOGALAKWENA MUNICIPALITY

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

OFFICE OF THE MUNICIPAL MANAGER SECRETARY TO THE MAYOR (Contractual to the term of the mayor)

Duties:

Reporting directly to the Mayor, the incumbent will perform the following duties:

- Provide sufficient and effective administrative services and support to the office of the Mayor
- Administration of incoming and outgoing mail of the Mayor
- Handle the Mayor's invitations and arrange travelling logistics in consultation with the Mayor and other officials in the office
- Manage the diary of the Mayor
- Manage budget for refreshments in the office of the Mayor
- Handle of office stationery and filing
- General typing in the Mayor's office
- Perform any other reasonable task.

Requirements:

Grade 12 plus appropriate qualification and experience. Computer literacy is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 35 w.p.m. Candidates will be tested for typing skills and speed.

Must be familiar with service delivery issues in Mogalakwena Municipality

Skills: Organizing executive meetings, Communicating with stakeholders, Time Management and Filing skills.

Salary Scale: R 126 354, 00 – R 143 759, 00 together with a role playing allowance

DRIVER TO THE MAYOR (Contractual to the term of the mayor)

Duties:

Reporting directly to the Mayor, the incumbent will perform the following duties:

- Drive Mayor by keeping strictly to the roster assigned;
- Comply with Occupational Health and Safety requirements by ensuring safe operation of the vehicle;
- Maintain vehicle by ensuring it is serviced on time;
- Perform any other reasonable task.

Requirements:

Grade 10 plus a valid driver's license, ability to communicate clearly and 2 years experience

Salary Scale: R 110 512, 00 – R 123 783, 00 together with a role playing allowance

MANAGER IN THE OFFICE OF THE MAYOR (Contractual to the term of the mayor)

Duties:

Reporting directly to the Mayor, the incumbent will perform the following duties:

- Planning and overseeing implementation of projects
- Managing and co-ordination of special programmes at local level
- Develop departmental vision and strategy and ensures implementation
- Monitor and supervise activities of staff
- Plan and supervise utilization of resources
- Brief Mayor on political and special programmes matters of concern and secures information required for proper action
- Promote district commitments on special programmes (disability, traditional affairs, HIV/AIDS awareness and gender affairs) to arrange special programmes of the council
- Raise awareness about special programmes issues and advocate for special programmes sensitively and equality
- Handles the advising, researching, advocacy and monitoring of legislation / policy/ strategy that relate to special programmes development
- Responsible for the financial administration of the special programmes
- Perform any other reasonable task.

Requirements:

An appropriate degree / diploma or equivalent. NQF level 6 and possess management skills, strategic planning skills, good interpersonal relations and budgetary skills and experience in working with communities.

Salary Scale: R 260 273, 00 together with a role playing allowance

SPECIAL PROJECTS OFFICER

Duties

Reporting directly to the Mayor, the incumbent will perform the following duties:

- Facilitate the program by coordinating activities of days of importance
- Put in place information systems
- Assisting with empowering wards skills by planning and developing line training needs
- Supplying information to the Mayor / Municipal manager on issues by submitting report on planned activities relating to gender, youth and children, people with disabilities and the aged for approval
- Managing day to day administration of the office on all special programs related issues
- Assist with community needs by assessing the needs and developing and implementing strategies or performance and capacity building
- Determines budgetary planning and control for special programs unit
- Compiling reports
- Participate in policy making
- approves and monitor the working plans for each community
- Perform any other reasonable tasks.

Requirements:

Grade 12 and a track record of working with communities for at least 5 years.

Salary Scale: R 203 129, 00 – R 224 292, 00

CLOSING DATE: 1 June 2012

Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.

NB: The language policy of the Council is English

Appointments in the above-mentioned positions will be the competency of the Municipal Manager and no canvassing will be allowed.

Enquiries should be directed to:

Mr. S Mamashela – (015) 491 9758 or Ms. K Bontsi – (015) 491 9634

Mogalakwena Municipality's application form **OR** covering letter accompanied by CV and certified copies of qualifications should be sent to **The Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. Only candidates who attach certified copies of qualifications will be considered during short listing.**

PLEASE NOTE THAT FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.



The Municipal Manager
S W Kekana
54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 91/2012
May 2012