

## **MOGALAKWENA MUNICIPALITY**

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

### **MANAGER: CORPORATE SUPPORT SERVICES (5 year performance based contract) SALARY NEGOTIABLE**

The incumbent of this position must have a relevant B-degree or equivalent. Experience in one of the areas under his/her supervision will be an added advantage. He/she will be responsible for managing the following directorates: Legal Services, Human Resources, Information Systems, Administration and Property Management.

#### **Key functions will include:**

- Strategic planning, organizing, leading and controlling all activities performed by the directorate
- Providing support and legal services, human resources, information technology systems, administration and property management required to achieve the Council's policies and objectives
- Implementing and maintaining a sound quality management system in line with legislation, policies, best practices and standards in the various sectors
- Providing secretarial services for the council, committees and sub-committees
- Attending all council and relevant meetings, making recommendations as required and implementing decisions
- Advising council on all matters of the Directorate
- Establishing and maintaining employment equity strategies for the municipality
- Ensuring that the corporate strategy is developed in terms of the needs of Council
- Analysing service levels, effectiveness and efficiency of processes with a view to ensure continuous improvement of services rendered by the council and the directorate
- Identifying and solving unique problems by reviewing and formulating policies
- Managing the flow of information from other directorates and preparing work schedules
- Being accountable for all functions of the directorate.

### **MANAGER: DEVELOPMENTAL SERVICES (5 year performance based contract) SALARY NEGOTIABLE**

The incumbent of this position must have a relevant B-degree or equivalent. Experience in one of the areas under his/her supervision will be an added advantage. He/she will be responsible for managing the following directorates: Local Economic Development, Tourism, Land – use Management, Integrated Development Planning and Special Projects.

#### **Key functions will include:**

- Strategic planning, organizing, leading and controlling all activities performed by the directorate
- Directing and managing day-to-day operations of the directorate
- Providing services such as Local Economic Development, Tourism, Land – use Management, Integrated Development Planning and Special Projects required to achieve the Council's policies and objectives
- Attending all council and relevant meetings, making recommendations as required and implementing decisions
- Advising council on all matters of the Directorate
- Being accountable for all functions of the directorate.

### **MANAGER: COMMUNITY SERVICES (5 year performance based contract) SALARY NEGOTIABLE**

The incumbent of this position must have a relevant B-degree or equivalent. Experience in one of the areas under his/her supervision will be an added advantage. He/she will be responsible for managing the following directorates: Waste Management, Parks & Recreation and Libraries.

#### **Key functions will include:**

- Strategic planning, organizing, leading and controlling all activities performed by the directorate
- Directing and managing day-to-day operations of the directorate
- The development, implementation and maintenance of sufficient and effective recreational areas and library services in accordance with the requirements of the community
- The development and maintenance of parks and open spaces within the municipal area
- The development and rendering of an effective waste management service within the

municipality • The effective management of all staff in the department and to maintain a sound discipline and relations amongst employees and the members of the community • The control and management of financial and other resources allocated to the department for rendering proper services • Attending all council and relevant meetings, making recommendations as required and implementing decisions • Advising council on all matters of the Directorate • Being accountable for all functions of the directorate.

**MANAGER: TRAFFIC AND EMERGENCY SERVICES**  
**(5 year performance based contract)**  
**SALARY NEGOTIABLE**

The incumbent of this position must have a relevant B-degree or equivalent. Experience in one of the areas under his/her supervision will be an added advantage. He/she will be responsible for managing the following directorates: testing and licensing of vehicles, management of road safety, fire services and security services.

**Key functions will include:**

- Strategic planning, organizing, leading and controlling all activities performed by the directorate
- Rendering and managing an effective security services to the municipality
- Responsible for an efficient and effective traffic division
- Responsible for rendering fire services to the community
- Managing and rendering of licensing services
- Managing all divisional heads in the directorate; directing and managing the day-to-day operations of the directorate
- Attending all council and relevant meetings, making recommendations as required and implementing decisions
- Advising council on all matters of the Directorate
- Being accountable for all functions of the directorate.

**DEPARTMENT OF TECHNICAL SERVICES**  
**BUILDING CONTROL OFFICER (Ref.No.3101TS)**

**Duties:**

Reporting directly to the Divisional Head: Building, the incumbent will perform the following duties:

- Make recommendations to the local authority regarding plans, specifications, documents and information submitted
- Enforcement of the National Building Regulations and Building By-Laws
- Supervising and allocating tasks within the section
- Compiling reports, working schedules and conduct building inspections
- Report to the local authority regarding non-compliance with any condition on plan approvals
- To have a comprehensive knowledge of National Building Regulations and legislation pertaining to local government
- Perform any other reasonable task.

**Requirements:**

1. Three years tertiary education at an accredited educational institution in one of the following building discipline:

- Civil Engineering
- Structural Engineering
- Architecture
- Building Management
- Building Science
- Building Survey or
- Quantity Survey

2. A minimum of 3 years experience in one of the above disciplines.

3. Good management and communication skills.

4. Experience in Microsoft Word and Excel.

5. Experience in local authority will be an added advantage.

**Salary Scale:** R 235 685, 00 – R 253 889, 00 per annum

**CLOSING DATE:** 12 May 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: 67/2012  
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