

MOGALAKWENA LOCAL MUNICIPALITY

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

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

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.

Requirements:

An appropriate three year tertiary qualification in Public Admin / Local Government or equivalent.

The incumbent must possess management skills, strategic planning skills, good interpersonal relations and budgetary skills.

5 years' experience.

A valid driver's license

Salary Scale: R 387 027, 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.

Requirements:

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

Salary Scale: R 302 049, 00 – R 333 519, 00

Closing date: 27 July 2018

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

NB: The language policy of the Council is English

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

**Due to high crime rate/fraud enquiries should strictly be directed to:
Ms. K Bontsi – (015) 491 9634**

The compulsory Mogalakwena Municipality's application form (obtainable from www.mogalakwena.gov.za or from the Mogalakwena Municipal offices) and certified copies of qualifications should be sent to The Acting Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. If there is insufficient space on the application form, a CV could be attached for additional information.

ONLY CANDIDATES WHO COMPLETE THE APPLICATION FORM IN FULL AND 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.



54 Retief Street
Box 34
MOKOPANE
0600
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