

## **MOGALAKWENA MUNICIPALITY**

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

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

The incumbent of this position must have a relevant B-degree or equivalent qualification. Experience in any one of the divisions under his / her supervision will be an added advantage. He / She will be responsible for the following directorates: Administration, maintenance of roads and storm water, water services, fleet management, housing directorate (inspectorate), project management of capital projects in roads, water services, storm water and building.

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

- Strategic planning, organizing, leading and controlling all activities performed by the directorate
- Managing staff in the directorate, evaluating Mogalakwena technical needs and do forward planning by identifying and defining short and long-term objectives / plans
- Prepare and manage the directorate's budget
- Development of SDBIP and Performance Plan for the department
- Ensure the sustainable provisioning of the engineering services including infrastructure development and maintenance
- Oversee the project management unit
- Register and manage the MIG projects
- Write monthly, quarterly and annual reports of the department
- Attending all council & relevant meetings.

### **OFFICE OF THE MUNICIPAL MANAGER DIVISIONAL HEAD: COMMUNICATIONS**

#### **Duties:**

Reporting directly to the Chief Operations Officer, the incumbent will perform the following duties:

- Co-ordinates procedural requirement pertaining to specific functional activities and development initiatives
- Act as a principal contact and communications liaison with agencies and individuals and members of the public and others and respond to questions
- Develop and implement communications policy and communication strategy; manage media liaison, manage events, marketing and branding activities; develop and implement stakeholder management strategy and manage corporate identity
- Advise municipal officials and councilors on matters of protocol, ceremonial and diplomatic policies, activities and precedence
- Facilitate the establishment and implementation of internal and external communication strategy for the municipality
- Co-ordinates and controls tasks / activities associated with Municipality and government programs, functions, and ceremonial activities
- Assist in the preparation and dissemination of advisory notices, press releases, speeches, reports and other materials
- Updating of website
- Perform any other reasonable task.

#### **Requirements:**

A relevant tertiary qualification in Political Science, Public Administration, International Relations. A Code 8 driver's license and 3 years relevant experience.

**Salary Scale:** R 260 273, 00 per annum

### **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

**CLOSING DATE:** 31 August 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.**

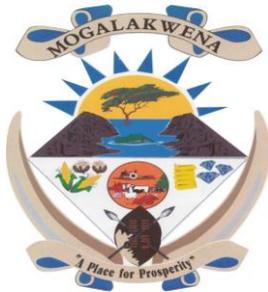
**Enquiries should be directed to:**

**Ms. K Bontsi – (015) 491 9634 OR Mr. N Mankga – (015) 491 9756**

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: 202/2012  
August 2012