

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.

- **The incumbent may not hold political office in a political party, whether in a permanent, temporary or acting capacity)**

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: 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.

- **The incumbent may not hold political office in a political party, whether in a permanent, temporary or acting capacity)**

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.

DIVISIONAL HEAD: SUPPORT SERVICES

Duties:

Reporting directly to the Deputy Manager: Corporate Support Services, the incumbent will perform the following duties:

- Manage secretarial duties for Council
- Executing Council Resolutions
- Provide Conveyancing and Deeds Office services
- Property and Fleet Management
- Maintenance of Buildings and Halls
- Manage archives
- Manage divisional staff
- Manage divisional budget
- Management of SDA's and fleet management
- Perform any other reasonable tasks.

Requirements:

Grade 12 plus a Diploma / B Degree in Administration or equivalent qualification and 5 years relevant experience.

Salary Scale: R 278 577, 00 per annum

CLOSING DATE: 22 February 2013

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. N Mankga – (015) 491 9756 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: 3/2013
January 2013