



VACANCIES

Mogalakwena Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions: Women and disabled are encouraged to apply

OFFICE OF THE MUNICIPAL MANAGER
MANAGER: CORPORATE SUPPORT SERVICES

This is a permanent performance-based employment and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form and undergo a competency assessment and security vetting. The incumbent will be stationed at Mogalakwena Local Municipality with its head office in Mokopane.

Remuneration package: R 1 139 433 (minimum) or R 1 340 509 (midpoint) or R 1 541 584 (maximum) per annum

(The offer of remuneration will be determined by competences, qualifications, experience read together with the guidelines as set out and published in Government Gazette No 50737 dated 30 May 2024)

REQUIREMENTS: The applicant must be in possession of a Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent. The incumbent must have a minimum of five (5) years relevant experience at middle management level and have proven successful management experience in administration. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity. The qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP) will be an added advantage.

The incumbent must have the following competencies as per notice 21 published in Government Gazette No. 37245 dated 17 January 2014:

Leading Competencies:

Strategic direction and leadership; people management; program and project management; financial management; change management and government leadership.

Core competencies:

Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication and results and quality focus.

Knowledge:

- Good knowledge and understanding of relevant policies and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of corporate support services including:
 - o human capital management,
 - o legal services,
 - o facilities management,
 - o information communication technology; and
 - o council support;
 - o human capital management
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
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- Good governance;
- Labour Relations Act, and other labour-related prescripts;
- Legal background and human capital management; and
- Knowledge of coordination and oversight of all specialized support functions.

RESPONSIBILITIES: Reporting to the municipal manager the incumbent will be responsible to lead, direct and manage staff within the department so that they are able to meet their departmental and organizational objectives. This includes the provision of auxiliary support services to the municipality; the provision of sustainable records management services; the recruitment and retention of competent human capital; the promotion of sound labour relations; provision of legal services as well as the provision of information technology and support to the municipality. Developing of a GRAP compliant MTREF budget for the department, efficiently manage and control the budget for the department; prepare and submit required reports to the municipal manager and relevant political structures; ensure support to category C municipalities in the district on corporate related matters; develop and implement the department's service delivery and budget implementation plan (SDBIP); attending all council and relevant meetings and making recommendations as required and implementing decisions; advising council on all matters of the department; perform any other related functions as requested by the municipal manager.

MANAGER PLANNING AND DEVELOPMENT SERVICES

This is a permanent performance-based employment and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form and undergo a competency assessment and security vetting. The incumbent will be stationed at Mogalakwena Local Municipality with its head office in Mokopane.

Remuneration package: R 1 139 433 (minimum) or R 1 340 509 (midpoint) or R 1 541 584 (maximum) per annum

(The offer of remuneration will be determined by competencies, qualifications, experience read together with the guidelines as set out and published in Government Gazette No 50737 dated 30 May 2024)

REQUIREMENTS: The applicant must be in possession of a Bachelor of Science Degree in Building Sciences/ Architect/Bachelor Degree in Town and Regional Planning or Development Studies or equivalent.)

The incumbent must have a minimum of five (5) years relevant experience at middle management level and have proven successful Professional Developmental/Town and Regional Planning experience.

The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity.

A certificate/diploma in Project management or registration as a Professional Planner in accordance with the Planning Professionals Act, 2002, (Act No. 36 of 2002) and the qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP) will be an added advantage.

The incumbent must have the following competencies as per notice 21 published in Government Gazette No. 37245 dated 17 January 2014:

Leading Competencies:

Strategic direction and leadership; people management; program and project management; financial management; change management and government leadership.

Core competencies:

Moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication and results and quality focus.

KNOWLEDGE:

- Good knowledge and understanding of relevant policies and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- Knowledge of Geographical information systems; and
- Knowledge of spatial, town and developmental planning.

RESPONSIBILITIES: Reporting to the municipal manager the incumbent will be responsible to lead, direct and manage staff within the department so that they are able to meet their departmental and organizational objectives. Strategic planning, organizing, leading and controlling all activities performed by the department; Directing and managing day-to-day operations of the department; Providing services such as Local Economic Development, Tourism, Land – use Management, Integrated Development Planning and Housing to achieve the municipality's policies and objectives; Being accountable for all functions of the department. Developing of a GRAP compliant MTREF budget for the department, efficiently manage and control the budget for the department; prepare and submit required reports to the municipal manager and relevant political structures; ensure support to category C municipalities in the district on town planning/developmental related matters; develop and implement the department's service delivery and budget implementation plan (SDBIP); attending all council and relevant meetings and making recommendations as required and implementing decisions; advising council on all matters of the department; perform any other related functions as requested by the municipal manager.

All applications must be submitted on the official Mogalakwena Local Municipality's APPLICATION FORM FOR SENIOR MANAGERS that is downloadable from the website: www.mogalakwena.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicates the position you are applying for and must be sent by post to:

The Municipal Manager, Mogalakwena Local Municipality, P.O. Box 34, Mokopane, 0600 or hand delivered to Mogalakwena Local Municipality, Office no: 131 (Human Resources), 54 Retief Street, Mokopane.

Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and security vetting and screening will be done for all the shortlisted candidates. Further enquiries may be directed to **Ms. S S Baloyi at tel. no. 015 491 9794 / Ms. K Bontsi at tel no. 0154919634 during office hours.**

Closing date:

6 January 2026

The Mogalakwena Local Municipality reserves the right not to fill the advertised posts.