



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
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FRANKFORT, 9830

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Enquiries: Mr. I. Ngozo

OUR REF: 10/1/1

Date: 31st August 2022

EXTERNAL ADVERT

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY.

- Directorate** : Office of the Mayor
Post : Head Of Office
Salary : R376 703.43 (Level 03) per annum
Duration : Fixed term contract linked to the term of office of the Public Office Bearer
Location : Frankfort
Ref : 10/1/1

Qualifications and Experience

Grade 12, National Diploma in Public Administration or any relevant qualification at NQF Level 6. At least 3years relevant experience at Supervisory level. Understanding local Government Administration and political structure. Valid driver's license.

Duties and Responsibilities

Provides executive support and management function in the Office of the Mayor. Manages stakeholder engagement and intergovernmental relations for the Office of the Mayor. Provides protocol and VIP protection support to the Mayor at all official events of the Municipality. Manage processes towards efficient and effective audit processes. Manages specific administrative requirements associated with smoothing running of the office of the Mayor. Provide leadership and accountability for the development, implementation, and management of comprehensive risk-based compliance systems. Preparing annual budget and revised budget, controlling expenditure for the office and reporting on deviations. Execute and monitor the implementation of resolutions relating to the Office of the Mayor and report on the progress.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the above mentioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

Forward your applications to:

The Municipal Manager, Mr. L.J Ralebenya

64 JJ Hadebe Street
Frankfort, 9830

Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: (ID) Identity Document, Driver's License and Qualifications.

NB: Faxed, e-mailed and late applications will not be considered

Enquiries: Mr. Isaac Ngozo (Acting Director Corporate Services), Tel: 058 813 8110/066 484 6747

Closing date: 22nd September 2022



Mr. L.J. Ralebenya
Municipal Manager