



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. Tshepang Motloung	OUR REF: 10/1/1 Date: 12th April 2024
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EXTERNAL RE-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.

- 1. Directorate : Office of the Municipal Manager**
Post : Manager: Strategic Support
Salary : R397 045.41 – R471 954.63 per annum
Duration : Permanent
Center : Frankfort
Ref : HR07

Qualifications and Experience

National Diploma or B Degree in Public Management or Administration, 5 -8 years' experience in Local Government

Duties and Responsibilities

Prepare, manage and control the capital and operational budget of the Office of the Municipal Manager to ensure effective and efficient functioning within budgetary constraints of Council, Motivate the Office's budgetary needs for approval by Council and monitor expenditure against the budget, Compile and recommend operational policies in respect of the Unit's functional activities, Draw up strategic business plans for funding and grants purposes, Oversee the development and implementation of strategic and operational policies in the Office of the Municipal Manager according to legislation and Council policies and procedures, Advise and support the Municipal Manager on administrative and strategic decisions so that the Municipal Manager takes and makes informed and legitimate decisions, Oversee the provision of an office management service/function to the Office so that an effective and efficient protocol, administration, secretarial, registry, reception and visitors' management function is provided to the Office. Handle high-level and confidential correspondence to the Office of the Municipal Manager that requires response from the Municipal Manager, Follow - up with relevant and accountable Directorates on the implementation of resolutions, Manage and co-ordinate the compilation of reports required by the Office of the Municipal Manager, Work closely with the Personal Assistant (PA) to the Municipal Manager on proper time management and diary commitments of the Municipal Manager, Oversee the management of all equipment and capital resources within the Office, Monitor the updating and maintenance of assets register in the office at all times, Maintain the assets and asset register for the Unit, Manage the administrative processes and systems and maintain good working conditions, Lead and manage all staff in Office of the Municipal Manager, to ensure efficiency in the Office and that staff meet objectives and targets in line with Council's requirements and resource constraints, Identify designated staff responsibilities, authority and personal performance measurement criteria, Implement staff development

and training to achieve overall objectives, Oversee the provision of an internal communications service in the municipality with the Communications Specialist, Manage proper interface and communication between the all Executive Offices to ensure efficient and effective service delivery to the community of Mafube Local Municipality, Attend meetings and functions on request and behalf of the Municipal Manager to ensure that the Municipal Manager's time is used efficiently, Work closely with COGTA and SALGA to make sure that all documents are available, consolidated and quality is up to standard, Manage the communication between the Municipal Manager and the Directorates.

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 Acting Director Corporate Services, Me. Dikeledi Madibo
Mafube Local Municipality
P.O Box 2
Frankfort, 9830

Or

Applications can be emailed to: mlmvacancies@gmail.com

Or

Hand delivers applications at:

Municipal Building
Records Office
64 JJ Hadebe Street
Frankfort, 9830

Applications must be accompanied by fully completed application form (obtainable from our website) a comprehensive CV and originally certified copies of Identity Document, Driver's License and Qualifications.

NB: Faxed and late applications will not be considered

Enquiries: Mr. Tshepang Motloung (Acting HR Manager), Tel: 079 490 5873 / 082 898 1882

Closing date: 29th April 2024 @ 12:00