



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
P O Box 2
FRANKFORT, 9830

Phone : 079 490 5873
Fax : 058 813 3072
E-mail: 121224tdm@gmail.com

Enquiries: Mr. Tshepang Motloung

OUR REF: 10/1/1

Date: 22nd March 2024

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 : R397 045.41 – R471 954.63 per annum
Duration : Fixed term contract linked to the term of office of the Public Office Bearer (Not the Council term)
Location : Frankfort
Ref : HR17

Qualifications and Experience

Grade 12, National Diploma in Public Administration or any relevant qualification at NQF Level 6. At least 5 years relevant experience at Supervisory level. Understanding local Government Administration and political structure. Computer Literacy: MS Office and 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 Acting Director Corporate Services, Me. Dikeledi Madibo
Mafube Local Municipality
P.O Box 2
Frankfort, 9830

Or

Email: mlmvacancies@gmail.com

Hand deliver 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: 07th May 2024

Adv. M.F Lepheana
Acting Municipal Manager