



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

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

Phone : 066 102 6792
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E-mail: mufasamadibo@gmail.com

Enquiries: Me Dikeledi Madibo	20 September 2024
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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 Speaker
Post : Head of Office
Salary : R397 045.41 – R471 954 per annum
Duration : Fixed term contract linked to the term of office of the Public Office Bearer
Location : Frankfort

Qualifications and Experience

Grade 12, National Diploma or B Degree 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 Speaker. Manages stakeholder engagement and intergovernmental relations for the Office of the Speaker. Provides protocol and VIP protection support to the Speaker 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 Speaker. 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 Spear 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 Municipal Manager, Adv M.F Lepheana

Mafube Local Municipality

P.O Box 2

Frankfort, 9830

Or

Hands deliver applications at:

Municipal Building

64 JJ Hadebe Street

Frankfort, 9830

Applications must be accompanied by a signed covering application letter, Application form (obtainable from our website) 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: Me Dikeledi Madibo (HR Manager), Tel: 079 020 8159/0661026792

Closing date: 08thOctober 2024

Adv. M.F Lepheana

Acting Municipal Manager

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