|  |  |
| --- | --- |
|  | Mafube Local Municipality OFFICE OF THE MUNICIPAL MANAGER  64 J.J Hadebe Street Phone : 079 040 3051  P O Box 2 E-mail: info@mafubelm.co.za  FRANKFORT, 9830 |

**EXTERNAL RE-ADVERTISEMENT**

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

Directorate : Office of the Speaker

Post : Head of Office

Salary : R414 912.45 – R493 192.59 Per annum

Duration : Fixed term contract linked to the term of office of the Public Office Bearers

Location : Frankfort

**Qualifications and Experience**

Qualifications and Experience Grade 12, National Diploma or B Degree in Public Administration or any relevant qualification at NQF Level 6. At least 3-5 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**

Manages the administrative support for the legislative arm of the Council. Manage and monitor the adequate support of the welfare of Councilors on behalf of the Speaker. Manage the coordination of seating of the Speakers forum. Develop and implement policies relating to Council Welfare, civil Education, Community Development, social transformation and nation building, Developing, implementing and monitoring strategic programmes within the Office of the Speaker, Implementing and monitoring of policies/ protocols/terms of reference for sectors/ ward committees and verifying that policies are implemented through interaction with relevant stakeholders, preparing annual budget and revised budget controlling expenditure for the office and reporting on deviations

**Important information for applicants to take note of:**

Applications will not be acknowledged, should you not be contacted within three (3) months of 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 reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the above-mentioned competencies will be shortlisted.

**Forward your applications to:**

The Municipal Manager, Adv M.F Lepheana

Mafube Local Municipality

P.O Box 2

Frankfort, 9830

**Or**

**Hand deliver applications at:**

Municipal Building

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: Mrs. Nthabiseng Mahafha (Acting Human Resources Officer), Tel: 079 040 3051

**Closing date: 17 February 2025**

Adv M.F Lepheana

Municipal Manager

Mafube Local Municipality

Date: 29 January 2025