



MAKHUDUTHAMAGA MUNICIPALITY

Private Bag X 434
JANE FURSE
1085

Email: info@makhuduthamaga.gov.za Tel: (013) 265 8600 Fax (013) 265 1975

03/06/2011

ADVERTISEMENT OF POSTS

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned positions.

Makhuduthamaga Local Municipality is committed to employment practices as enshrined in the Employment Equity Act.

MUNICIPAL MANAGER
(Performance –based contract: Fixed term)
SALARY NEGOTIABLE

REQUIREMENTS

An appropriate B.A degree in Public administration or equivalent: senior managerial experience, preferably in a local authority environment: Ability to communicate and negotiate at all levels of government and with all stakeholders: the ability to provide strategic and innovative leadership: working knowledge of current legislation pertaining to local government.

Experience: Minimum of five (05) years as a senior manager in Municipal Environment.

RESPONSIBILITIES

The incumbent will perform the duties and functions as contained in section 55 of the local Government Municipal System Act, 2000 (Act 32 of 2000).

PERFORMANCE AGREEMENT

In terms of section 57 of the local Government Municipal System Act, 2000 (Act 32 of 2000) the successful applicant shall enter into a performance agreement with council.

REMUNERATION

An inclusive attractive, competitive remuneration package is applicable.

The following competencies as prescribed in the National Treasury Minimum Competency Framework and the COGTA Performance Regulations for Senior Managers are essential.

Strategic Leadership and management; Operational Financial Management, Grievance, ethic and values in financial Management; Financial and performance reporting; risk and change management ; project management legislation and policy implementation, stakeholder relations, supply chain management, knowledge management, service delivery innovations, problem solving and analytic thinking people and diversity Management client orientation and customer focus, Excellent verbal and communication skills, advanced negotiation skills, Interpretation of and implementation of legislation and national policy framework , know ledge of developmental local government, knowledge of performance management and reporting.

Computer literacy and possession of code 8/EB driver's license are essential for all the positions above.



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DIRECTOR: COMMUNITY SERVICES
(Performance-based contract: Fixed term)
Salary negotiable

REQUIREMENTS

B. Degree/Diploma in Social science or appropriate field /equivalent.
Experience: Minimum of (05) five in municipal environment as senior manager. Knowledge in traffic management will also be appropriate

RESPONSIBILITIES

- ✓ Execute the strategic planning of the department, allocate resources to divisions and ensure that community services, safety and recreation programmes are in line with the IDP strategies
- ✓ Contribute to strategic planning and budget alignment and reporting to executive and management team.
- ✓ Develop and implement a community services strategy.
- ✓ Co-ordinate the development of Environmental health and waste management, Traffic and law enforcement services and Community liaison, sport, arts and culture Systems and programs
- ✓ Compilation of all relevant Community Services policies and procedures to ensure compliance with legislations and regulations
- ✓ monitor and improve the performance of the department in achieving the strategic programmes as aligned with the organization strategies and objectives
- ✓ Communicates and coordinates regularly with other directors within the municipality, district, local government and other provinces and external agencies and individuals to maximize the effectiveness and efficiency of departmental operations and activities

PERFORMANCE AGREEMENT

In terms of section 57 of the local Government Municipal System Act, 2000 (Act 32 of 2000) the successful applicant shall enter into a performance agreement with council.

REMUNERATION

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DIRECTOR: INFRASTRUCTURE DEVELOPMENT
(Performance based contract: Fixed Term)
Salary negotiable

REQUIREMENTS:

Degree/diploma or equivalent qualification in Civil Engineering. A post graduate degree, in the relevant field will be an added advantage. Registration as professional Engineer with the recognized Engineering Professional Body. Extensive knowledge of Infrastructure Maintenance Management Systems.
Experience: Minimum of (05) five in municipal environment as senior manager . Extensive Knowledge of Local Government Legislation and understanding of Local Government systems is essential.



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RESPONSIBILITIES

- ✓ Draft and ensure implementation of the departmental strategic plan and SDBIP.
- ✓ Prepare and take control of the departmental Budget.
- ✓ Overall responsibility for the engineering planning within a developmental context, including electrical, PMU, Administer engineering contract, including low cost housing and Infrastructure. Develop and monitor the implementation of the departmental policies and By-Laws.
- ✓ Manage and ensure productive utilization of personnel within the Infrastructure department.
- ✓ Overall responsibility for the implementation of the PMS within the department.

PERFORMANCE AGREEMENT

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DIRECTOR: ECONOMIC DEVELOPMENT AND PLANNING
(Performance based contract: Fixed Term)
Salary negotiable

Qualifications: Bachelor's degree or equivalent in Developmental Planning or related field with a minimum of (5) five years' experience in local government at senior management level. Project Management skill ; Ability to communicate with different spheres of government; knowledge and understanding of local government's environment and applicable legislation. Computer literacy coupled by a driver's license.

Responsibilities:

- ✓ Responsible for the implementation of the IDP.
- ✓ Setting up systems to ensure community and stakeholder participation in all process.
- ✓ Ensure the management of LED and Tourism with the municipal area.
- ✓ Responsible for the overall management of the LED and other related strategies and policies.
- ✓ Promote and stimulate tourism, manufacturing and SMME development within the Municipal area.
- ✓ Monitor and measure the division's performance against SDBIP in order to ensure achievement of Municipality's objectives and targets.
- ✓ Responsible for Directorate budget.
- ✓ Provide special guidance for development investment and future planning.
- ✓ Manage Town planning and Land use in the municipality.
- ✓ Ability to liaise and communicate with the Magoshi around the municipality.
- ✓ Perform any other duties functions that may be assigned by the municipal manager.

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No fax or e-mailed applications will be accepted. A cover letter clearly stating the position applied for, and curriculum vitae, certified copies of academic qualifications and a copy of an identity document must accompany all applications. Shortlisted candidates will be required to produce original copies of academic qualifications on the day of interview. Failure to supply the required information will disqualify the applicant. Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Correspondence will only be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month from closing date, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

Please forward all applications to: The Acting Municipal Manager, Makhuduthamaga Municipality Private Bag x 434 Jane furse 1085

Enquiries: 013 265 8600

Opened: 05 June 2011 and Close on 17 June 2011

Moropa M.E
Acting Municipal Manager