



Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

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

1. SENIOR MANAGER CORPORATE SERVICES

Salary: All inclusive annual package of: **Government Gazette No: 37245 of 1st of July 2014**

MINIMUM	MIDPOINT	MAXIMUM
R 768, 805	R 878,063	R 987,820

Minimum Requirements: Bachelor Degree in Public Administration/ Management Sciences/Law; or equivalent. Five years experience at middle management level and a proven successful in management experience administration

KPA's

Good knowledge and understanding of relevant policy and legislation;
Good knowledge and understanding of institutional governance systems and systems and performance management;
Good knowledge of corporate support services, including
: Human Capital Management
: Legal Services
: Facilities Management
: Information Communication technology; and
: Council Support
Good knowledge of supply chain management regulations and the preferential procurement Policy Framework Act 2000 (Act No,5 of 2000)
Good governance
Labour Relations Act, and other labour –related prescripts;
Legal background and human capital management; and
Knowledge of coordination and oversight of all specialized support functions

2. COUNCIL SECRETARY(Re-advert)

Those who applied before are advised and welcome to re-apply, if still interested.

(Contract linked to the term of the council)

Basic salary: R 368 601.96 (Excluding benefits)

Requirements: Grade 12, Degree/Diploma in Public Administration/Public Management or Equivalent.5 years relevant experience

KPA'S:

Supervise and co-ordinate council and committee work to ensure an efficient service is rendered to the Council



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Coordinate Council and all Committee meetings and prepare the agendas of such meetings in consultation with the Municipal Manager, the Mayor, the Speaker and Chairpersons of Portfolio Committees and all section 79 committees

Advise councillors on administrative processes and procedures of the municipality.

Maintain an up-to-date councillor database and demographics.

Assist and advise the Office of the Chief whip when deploying councillors to various Committees of Council.

Supervising and co-coordinating the compilation of agendas of meetings of Council and its Committees, also the printing and distribution thereof; by means of Committee Assistant, Typist
Supervising, the writing of minutes of all meetings and the checking and correcting thereof. Writing of minutes of three meetings

Attending certain Committee meetings to record minutes; by means of self/ recording equipment
Supervise the coordination of logistic arrangements for all meetings

3. MANAGER IN MAYOR'S OFFICE(Re-advert)

Those who applied before are advised and welcome to re-apply, if still interested.

(Contract linked to the term of office of the incumbent)

Basic Salary: R 345 972.96 (excluding Benefits)

Requirements: • Grade 12• Degree/Diploma in Public Administration/Public Management or Equivalent.5 years relevant experience

KPA's:

Directs work necessary to accomplish programs or projects of interest to the Mayor

Briefs the Mayor on matters of concern and secures information required for proper action on such matters

Develops and enforces policies and procedures for the flow of work through the Mayor's Office

Accompanies the Mayor to various meetings and ensures that the Mayor receives all the necessary background information

Manage youth services

Manage HIV/AIDS programmes

Manage Community liaison

Manage stakeholder relations

Perform any other duties required from you time to time



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4. SUPPLY CHAIN MANAGER (PERMANENT)

Basic Salary: R 345 972.96 (excluding Benefits)

Requirements: • Grade 12• Degree/Diploma in B Comm. Accounting/Supply Chain Management or Equivalent.5 years relevant experience

KPA's:

Supply Chain Management Strategic Support to the Municipality

Contract Management

Develop and manage an annual budget for the division, and prepare and submit budget adjustments

To implement supply chain management business processes, controls and procedures through oversight of monitoring of Municipality compliance to the Supply Chain Management (SCM) Policy, Regulations and all other relevant statutes.

Direct activities concerned with management of contracts for the procurement of goods and services and monitor supplier performance in the delivery of goods and services procured for the Municipality.

Implement effective and efficient systems relating to the management of SCM governance structures, inclusive of risk management, contract management, performance and compliance

Manage acquisition division

Manage demand division

5. MANAGER IN MUNICIPAL MANAGER'S OFFICE

Basic Salary: R 345 972.96 (excluding Benefits)

Requirements: • Grade 12• Degree/Diploma in Municipal Governance/Education or Equivalent.5 years relevant experience

KPA's

Plans, co-ordinates and ensures activities of reporting staff to ensure proper communication/ instruction to all staff level

Perform human resources and administrative activities to ensure the development and utilizing of resources

Office Administration and Communications

Performs client and public related services to ensure continuously service delivery

Coordinate and prepare Management meeting as per schedule/plan or in the case of special



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

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Management meetings.
Coordinate Intergovernmental Relations
Executive support services to the Municipal Manager
Coordinate management meetings
Managing and controlling the budget in the unit



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To apply for the above post use:

The application form/Letter must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document and driver's licence.

The shortlisted candidates will be subjected to security and reference check

For the position of Senior Manager Corporate Services use the prescribed form obtainable from the municipal website

Failure to comply with the above request will disqualify your application. Emailed and faxed applications will not be considered

ENQUIRIES:

HR:013 265 8619/16

Switchboard: (013) 265 8600

Applications should be directed to the below address.

Please forward application to: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

OR

Hand- delivered to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception

Women and  (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing Date: 30th November 2017

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days then regard your application as being unsuccessful

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative action employer and subscribe to principles of employment equity

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