



*Mmogo re šomela diphetogo!*

**DEPARTMENT:**  
EXECUTIVE SUPPORT -  
OFFICE OF THE MUNICIPAL MANAGER

Enquiries: Senior Manager Corporate Services  
Matlala M.K (013 265 8600) Date: 04 April 2017

**Makhuduthamaga Local Municipality, situated in Jane Furse is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.**

**ADVERTISEMENT: MANAGER IN MAYOR'S OFFICE**  
**(A five (5) years performance-based employment contract)**

**BASIC SALARY:** R 304 014.24 (Excluding benefits)

**REQUIREMENTS:** Grade 12, B degree/Diploma in Public administration/ Political Science or equivalent:

- Computer literacy: MS Word, Excel, e-mail, Communication skills, Human relations, Drivers Licence, Protocol knowledge

**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

**To apply for the above post use:**

Applications must be accompanied by an application letter, a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, copy of an identity document.

Failure to comply with the above request will disqualify your application.

**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.

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



# MAKHUDUTHAMAGA LOCAL MUNICIPALITY

**PHYSICAL ADDRESS**  
01 Groblersdal Road  
Jane Furse  
1085

**POSTAL ADDRESS**  
Private Bag X434  
Jane Furse  
1085

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**Closing Date: 05 May 2017**

Makhuduthamaga Local Municipality is an equal opportunity and Affirmative action employer.

