



# MAKHUDUTHAMAGA LOCAL MUNICIPALITY

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

## Municipal Manager's Office

### Director: Economic Planning and Development

(5-year fixed-term contract)

**Salary: R837 049.44 per annum (all-inclusive negotiable annual package)**

**Minimum requirements:** • A Bachelor of Science degree in Building Science/Architecture or a Bachelor's degree in Town and Regional Planning or Development Studies; or equivalent • 5 years' experience at middle management level and proven success in professional development/town and regional planning • Minimum competency as per the Local Government: Minimum Competency Framework.

**Added advantage:** • Project Management certificate or diploma • Registration as a Professional Planner in accordance with the Planning Professional Act, 2002 (Act No 36 of 2002).

**Knowledge:** • Good knowledge and understanding of relevant policy and legislation • Good understanding of municipal governance and performance management systems • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • Knowledge of geographical information systems, spatial, town and development planning.

**Key responsibilities:** • Implement the IDP • Set up systems to ensure community and stakeholder participation in all processes • Ensure the management of LED and tourism within the municipal area • Be responsible for overall management of the LED and related strategies and policies • Promote and stimulate tourism, manufacturing and SMME development within the municipal area • Monitor and measure the division's performance against the SDBIP in order to ensure achievement of the Municipality's objectives and targets • Manage the Directorate's budget • Provide special guidance for development investment and future planning • Manage town planning and land use in the Municipality • Liaise and communicate with the Magoshi around the Municipality • Perform any other duties or functions that may be assigned by the Municipal Manager.

**To apply for the above post, please use a prescribed application form (Annexure C) in terms of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) issued on 17 January 2014 (Government Gazette: Local Government Regulations for Appointment and Conditions of Employment of Senior Managers), obtainable from our municipal website, reception/HR office. An application not made on the prescribed official form will not be considered.**

The application form must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of Identity Document and driver's licence.

The short-listed candidates will be subjected to security and reference checks as well as competency assessments for recommended interviewees, as per the regulation.

The appointed candidate will be required to sign an employment contract, a performance contract and disclose their financial interest.

**Enquiries (for this post only):** Mr MK Matlala (Director: Corporate Services), tel. (013) 265-8628 or Mrs MA Mahlare (Manager: Human Resources), tel. (013) 256-8628 (Switchboard: Tel. (013) 265-8600)

## Department: Corporate Services

### Occupational Health and Safety Officer (Re-advert)

**Basic salary: R180 224.88 per annum (excl benefits)**

**Minimum requirements:** • An appropriate 3-year diploma/degree in Occupational Health and Safety Management or equivalent in a relevant field • A minimum of 2 years' experience in OHS and the Employee Wellness environment • A valid Code 08 driver's licence.

**Knowledge and skills:** • Extensive knowledge of the OHS environment, COIDA and Employee Wellness Programmes • Good communication skills • Mediation and conflict resolution skills • The ability to manage multiple projects and to remain open-minded and objective • Good health and physical fitness • The ability to manage relevant statutory requirements, risk management and mitigation • Report-writing skills • Knowledge of municipal frameworks and other related Acts, legislation and standards (eg OHSAS 18001, ISO 14001, ISO 9000(1), ISO 13485, ISO/IEC 27001).

**Key responsibilities:** • Inspect workplaces to ensure equipment, materials and processes do not present a safety and health hazard • Investigate health and safety-related complaints • Enforce health and safety laws and regulations • Review and make decisions regarding situations of risks and occupational hazards which will cause danger to the worker • Provide advice regarding the development of wellness, and safe and healthy practices • Encourage managers, supervisors and employees to participate in occupational health and safety and employee wellness programmes • Investigate workplace fatalities and serious injuries • Coordinate and monitor functional OHS and Wellness committees • Coordinate and facilitate OHS training to representatives and First Aiders • Ensure compliance with all related and relevant legislation.

## Department: Community Services

### Sports, Arts, Culture and Recreation Officer (Re-advert)

**Basic salary: R180 224.88 per annum (excl benefits)**

**Minimum requirements:** • A National Diploma/degree in Sports Management • A minimum of 2 years' relevant experience in sports promotion • A valid driver's licence • No criminal record.

**Knowledge and skills:** • Communication and writing skills • Analytical skills • Good interpersonal skills • Computer literacy • Presentation skills • Research skills • Knowledge of Local Government legislation.

**Key responsibilities:** • Promote, coordinate and monitor sports, arts and culture within the Municipality • Create the sports database • Establish and maintain a link with the community and encourage active participation • Develop and implement sports, arts and culture activity programmes • Liaise with similar portfolio holders in other Local Municipalities • Develop unit/departmental strategic programmes and operational plans with appropriate budget implications to ensure strategic alignment.

**These positions are based in Jane Furse.**

**Benefits include:** Cell phone, travel/car allowance and employer's contribution to medical aid and pension.

**Makhuduthamaga Local Municipality is an equal opportunity and affirmative action employer.**

**Enquiries (unless otherwise stated):** Corporate Services Department: HRM, Mr CT Thobejane, tel. (013) 265-8619 or Mr MJ Radingoana, tel. (013) 265-8616 (Switchboard: Tel. (013) 265-8600)

To apply for the above two officer positions, please forward a signed cover/application letter specifying the position applied for, accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, and copy of Identity Document and driver's licence (where applicable). No faxed, e-mailed or Z83 applications will be accepted.

Failure to comply with the above requests will result in your application not being considered.

**Please forward applications to the Municipal Manager, Makhuduthamaga Local Municipality, Private Bag X434, Jane Furse 1085 OR hand deliver at the municipal reception at Stand No 1, Groblersdal Road, Jane Furse 1085.**

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

**Closing date:** 28 March 2014 at 16:30

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

**Mr ME Moropa - Municipal Manager**