



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

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

MANAGER: EVENTS AND PROTOCOL (Basic Salary: R 284 152.25)

BENEFITS INCLUDES: Cell phone, travel/car allowance and employer's contribution to medical aid, pension, Housing allowance & 13th Cheque.

MINIMUM REQUIREMENTS: Grade 12 NQF level 6 Minimum of three years experience in events and protocol Must be Computer literate Have valid driver's license Knowledge of legislative framework governing the Local Government.

KEY PERFORMANCE AREAS: Development, production and delivery of projects from proposal right up to delivery. Delivering events on time, within budget, that meet (and hopefully exceed) expectations. Setting, communicating, maintaining timelines and priorities on every project. Communicating, maintaining and developing client relationships. Managing supplier relationships. Managing operational and administrative functions to ensure specific projects are delivered efficiently. Providing leadership, motivation, direction and support to your team. Travelling to onsite inspections and project managing. Being responsible for all project budgets from start to finish. Ensuring excellent customer service and quality delivery.

TO APPLY FORWARD: A signed cover/application letter specifying the vacancy applied for, a detailed CV, originally certified (not more than 3 months) copies of academic qualifications, and copy of an identity document must accompany the application.

NB: No fax, E-mailed or Z83 applications will be accepted. Failure to comply with the above request will result in your application not being considered. 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 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

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

CLOSING DATE: 01 August 2014

ENQUIRIES: Corporate Services Department: HRM: Mr. Thobejane C.T, Tel: (013) 265 8619 and Mr. Radingoana M.J, Tel: (013) 265 8616, Switchboard: (013) 265 8600

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

Moropa M.E
Municipal Manager

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