



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

PHYSICAL ADDRESS

01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS

Private Bag X434
Jane Furse
1085

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

1. COUNCIL SECRETARY(Re-advert)

(2 Years Contract- Contract linked to the term of current Council)

Basic salary: R 394 253.04 (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
- 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 demographs.
- 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

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2. X3 VIP PROTECTION (X2 MAYOR & X1 SPEAKER)

(2 Years Contract- Contract linked to the term of current Council)

Basic Salary: R 267 060.84 (Excluding benefits)

Requirements: Grade 12, Code 08 (EB) Driver's License, Close Protection Officer (CPO) Qualifications, Knowledge of VIP Protection Services, Registered, licensed and competent to operate a firearm, Excellent communication, observation and planning skills, An innovative, hardworking, self-motivated individual, Excellent mental and physical health, Excellent driving skills, Advanced driving certificate will be an added advantage, Three (03) years relevant experience

KPA's:

- Provide a professional, effective and accountable close VIP protection (in-transit and/or static security) services to the Mayor and Speaker, including other dignitaries assessed to be at risk
- Drive the Mayor/speaker to and from identified areas outside Makhuduthamaga whilst executing their official Council functions within the parameters of the law, Council Policy and the principles applicable to the safety of life, limb and property
- Render venue protection at places visited by the Mayor/Speaker and/or other dignitaries as per operational plans
- Responsible for advance contingency planning for security measures at venues, to traveling routes that are used by the Mayor/Speaker, and other dignitaries
- Responsible for vehicle maintenance, including conducting pre-start and post-start inspections, completing relevant registers and ensuring that services are maintained
- The successful incumbent will be expected to perform duties outside of normal working hours when transporting the Mayor/Speaker, and other dignitaries to official work functions (after hours or over weekends)
- Perform general administrative functions
- Perform any other related ad hoc tasks as requested or required by management, from time to time.

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3. PERSONAL ASSISTANT: OFFICE OF THE CHIEF WHIP (Contract linked to the term of office of the incumbent)

Basic Salary: R 204 581.76 (Excluding benefits)

Requirements: • Grade 12, N Diploma in Office Management or equivalent qualification •
Computer literacy. Driver's License. 1 year experience

KPA's:

- Handle all telephone calls/faxes/e-mails and visitors
- Control access to the Chief Whip's office and prioritise appointments for the Chief Whip
- Coordinate meetings
- Make travel and accommodation arrangements
- Coordinate and control incoming and outgoing correspondence
- Maintain confidentiality and a sophisticated filing system
- Liaise with clients on behalf of the Whippery
- Control and maintain stationery
- Develop and maintain an effective filing system
- Manage both electronic and manual diaries
- Handle travel and accommodation arrangements
- Process subsistence and travel claims
- Arrange and coordinate all meetings/workshops as required
- Properly control and maintain all equipment within the office
- Take responsibility for the maintenance requirements of the office of the Chief Whip

4. ADMIN OFFICER : OFFICE OF THE CHIEF WHIP (Contract linked to the term of office of the incumbent)

Basic Salary: R 267 068.40 (Excluding benefits)

Requirements: • Grade 12, N Diploma in Office Management or equivalent qualification •
Computer literacy. Driver's License. 2 year experience

KPA's:

- Research and gather information required in the Chief Whip's office.
- Manage the execution of tasks in the Office of the Chief Whip and manage deviation to execution plans.
- Coordinate and prepare Caucus meeting as per schedule/plan
- Supervise and ensure that the PA's remind the Chief Whip of the meetings to be held.



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5. HIV & AIDS OFFICER

Basic Salary: R 267 068.40 (Excluding benefits)

Requirements: • Grade 12, National Diploma in Social Sciences or equivalent qualification •
Computer literacy. Driver's License

KPA's

Ensure that HIV/AIDS Programmes function
Implement HIV/AIDS Awareness & Education

Perform administrative functions

Plans, Co-ordinates and Manages Primary and Community Health Projects Such as HIV/AIDS projects

6. FINANCE INTERNS X3 (2 Years Contract Position)

Basic salary: R 167 095.44

Requirements: Grade 12 B. Comm in Accounting/Finance/Internal Audit or National Diploma in Accounting/Finance/Internal Audit or equivalent qualification

KPA'S:

Budgeting
Annual financial statement preparation,
Supply chain management, internal control,
Asset management, revenue management,
Expenditure management and financial reporting,
Client services and debtor services.
Perform any other duties required from you time to time

Handwritten signature



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To apply for the above post use:

The application form 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.

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

ENQUIRIES: Letshedi G/Mpogeng T.M

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: 8th August 2019

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



Rampedi M.N
Municipal Manager

15/07/2019
Date

Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>	Approved as amended <input type="checkbox"/>
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Office of the Municipal Manager