

# RUSTENBURG LOCAL MUNICIPALITY



## EXTERNAL ADVERTISEMENT

**“A World Class City where all communities enjoy the high quality of life”**

The Rustenburg Local Municipality seeks to fill the following vacancies:

**Disabled applicants, who meet the stated requirements of the position, are encouraged to apply.**

### **1. OFFICE OF THE MUNICIPAL MANAGER**

#### **1.1 MUNICIPAL MANAGER (REF: OMM 1.1) RE-ADVERT**

Total remuneration package will be in terms of Government Gazette No. 47538, dated 18 November 2022 (i.e. Minimum R1 671 343; Midpoint R2 025 870; And Maximum R2 380 398 per annum) on a 3 years fixed term performance based contract, but for a period not exceeding 1 year into the term of new Council.

Workstation: Rustenburg Local Municipality (Mpheni House Building)

#### **Requirements:**

- B Degree in public administration /political sciences /social sciences / Law.
- A postgraduate qualification in fields related to public administration will be an added advantage.
- A Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) or attaining within eighteen (18) months from date of appointment the unit standards required for designated officials in terms of the 2007 Municipal Regulations on Competency Levels. • 5-10 years applicable experience at senior management level.
- Have proven successful institutional transformation within public or private sector
- The need to undergo security vetting.
- Valid driver's licence and NO criminal record.

#### **Knowledge:**

- Advanced knowledge and understanding of relevant policy legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegated powers • Good governance

- Audit and risk management establishment and functionality and • Budget and finance management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages.

### **Key Performance Areas:**

- The overall management of the Municipality in order to ensure efficient and effective provision of services, promoting economic growth, facilitation social and economic development, and long-term sustainability of the Municipality.
- The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community.
- Perform all functions, duties and responsibilities as contained in the relevant local government legislations such as, but not limited to, The Constitution, MFMA Municipal Structures Act, Municipal Systems Act, Promotion of Administrative Act etc. Ensuring the streamlining of staff towards core basic service delivery.

## **2. OFFICE OF THE EXECUTIVE MAYOR**

### **2.1 MANAGER: OFFICE OF THE EXECUTIVE MAYOR (REF:EM 2.1) RE-ADVERT**

**The position will be linked to the current political office bearer's term of office.**

**Salary: R1 374 513 /a (an all-inclusive remuneration package)**

#### **Qualification requirement:**

- NQF Level 6 in Administration
- 3-5 years applicable experience in Local Government /Political Environment
- Ability to maintain high confidentiality.
- Valid Drivers License.

#### **Knowledge & Skills**

- Understanding of Municipal Systems Act, Municipal Structures Act and Municipal Finance Management Act.
- Good analytical, and interpersonal relation skills
- Excellent leadership and management skills
- Willingness and readiness to work long hours and under pressure.

#### **Duties and Responsibilities:**

- Provide admin to the Executive Mayor. Financial management of the budget, strategic planning management of the Executive Mayor's Office.

## **2.2 EXECUTIVE SECRETARY TO EXECUTIVE MAYOR (REF: EM 2.2) RE-ADVERT**

The position will be linked to the current political office bearer's term of office.

**Salary: R600 112 – R662 659 /a (Total Cost to Company)**

### **Qualification Requirements:**

- Grade 12 plus a Secretarial Diploma/ Management Assistant/Office Admin
- Knowledge of municipal environment
- 3 years relevant experience.

### **Knowledge & Skills**

- Computer literacy,
- knowledge of Political protocol
- Typing, filing and good telephone etiquette
- good communication skills.

### **Duties and Responsibilities:**

- Main duties will include but not limited to making / receiving and scrutinizing and diverting all telephone calls.
- Interacting with staff, Councillors and the public.
- Booking meeting venues, typing letters and reports
- Maintain the Executive Mayors diary.

## **3. OFFICE OF THE SPEAKER**

### **3.1 MANAGER: OFFICE OF THE SPEAKER (REF: OS 3.1) RE-ADVERT**

The position will be linked to the current political office bearer's term of office.

**Salary: R1 374 513 /a (An all-inclusive remuneration package)**

### **Qualification requirement:**

- NQF Level 6 in Administration
- 3-5 years applicable experience in Local Government /Political Environment
- Ability to maintain high confidentiality.
- Valid Drivers License.

### **Knowledge & Skills:**

- Understanding of Municipal Systems Act, Municipal Structures Act and Municipal Finance Management Act.
- Good analytical, and interpersonal relation skills
- Excellent leadership and management skills
- Willingness and readiness to work long hours and under pressure.

**Duties and Responsibilities:**

- Assist and support the Speaker in executing the legislative responsibilities and any other duties and powers delegated by Council.
- Advise and support the Speaker on administrative and strategic decisions.
- Develop, monitor and review policies in line with relevant legislative applicable to the Office of the Speaker.
- Oversee the operation and establishment and operation of Ward Committees.
- Monitor Council Meetings and other responsibilities such as Rules of Order of Council.
- Facilitate the compilation and the distribution of all Council Committees agendas and minutes and ensure that Council resolutions are implemented accordingly.

**3.2 EXECUTIVE SECRETARY TO THE SPEAKER (REF: OS 3.2) RE-ADVERT**

The position will be linked to the current political office bearer's term of office.

**Salary: R600 112 – R662 659 /a (Total Cost to Company)**

**Qualification Requirements:**

- Grade 12 plus a Secretarial Diploma/ Management Assistant/Office Admin
- Knowledge of municipal environment
- 3 years relevant experience.

**Knowledge & Skills**

- Computer literacy,
- knowledge of Political protocol
- Typing, filing and good telephone etiquette
- good communication skills.

**Duties and Responsibilities:**

- Main duties will include but not limited to making / receiving and scrutinizing and diverting all telephone calls.
- Interacting with staff, Councillors and the public.
- Booking meeting venues, typing letters and reports
- Maintain the Speaker's diary.

## **4. OFFICE OF THE SINGLE WHIP**

### **EXECUTIVE SECRETARY SINGLE WHIP (REF: SW 4.1)**

**The position will be linked to the current political office bearer's term of office.**

**Salary: R600 112 – R662 659 /a (Total Cost to Company)**

#### **Qualification Requirements:**

- Grade 12 plus a Secretarial Diploma/ Management Assistant/Office Admin
- Knowledge of municipal environment
- 3 years relevant experience.

#### **Knowledge & Skills**

- Computer literacy,
- knowledge of Political protocol
- Typing, filing and good telephone etiquette
- good communication skills.

#### **Duties and Responsibilities:**

- Main duties will include but not limited to making / receiving and scrutinizing and diverting all telephone calls.
- Interacting with staff, Councillors and the public.
- Booking meeting venues, typing letters and reports
- Maintain the Single Whip's diary.

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### **PREVIOUS APPLICANTS ARE ENCOURAGED TO RE-APPLY**

Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.

It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.

All applications must be submitted with a detailed CV, Certified copies of qualifications, ID document and driver's licence, the names of three references from current and previous employers and a fully completed official application form, as available from the municipal website or the Human Resources Department, to be couriered or hand delivered to Directorate: Corporate Support Services, Unit: Human Resources, c/o Nelson Mandela & Beyers Naude Drive, Rustenburg 0299. Please mark envelope "VACANCY". Administrative enquiries may be directed to Human Resources at tel. 014-590 3016 / 014 -590 3200. Application form can be downloaded from the Rustenburg Local Municipality's website.

CLOSING DATE: 09 APRIL 2023

Notice number: 11/2023

Reference no: 4/1/2/1/7

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*FOR OFFICE USE:*

Directorates

Office of the Speaker

Office of the Executive Mayor