



*Mmogo re šomela diphetogo!*

**DEPARTMENT:**  
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned permanent vacancy based at the Main Office, Jane-Furse:

**Position- Senior Manager: Executive Support (X1)**

**Annual All-Inclusive Remuneration Package: R965 958.00 (Minimum) – R1 103 953.00 (Midpoint) – R1 224 083.00 (Maximum)**

**Requirements:** Bachelor's Degree: Public Administration or equivalent relevant qualification. Five (05) years' experience at middle management level.

**Knowledge, Skills and Personal Attributes:** Good knowledge and understanding of relevant policies and legislation. Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of supply chain management regulations and prescripts, including the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). Knowledge of computer packages (MS Word, MS Excel, MS PowerPoint, and MS Outlook).

**Responsibilities:** The Senior Manager: Executive Support reports to the Municipal Manager and will be responsible for, but not limited to, the following key performance area: Coordinating, managing and monitoring of the implementation of the Service Delivery Budget and Implementation Plans (SDBIP). Coordinating and monitoring the activities and programmes of Section 56 Managers in line with the Organizational SDBIP. Providing strategic and operational support to the Municipal Council and Executive Support component. Providing strategic support on protocol and intergovernmental relations. Management of special programmes. Providing leadership and coordination of activities in the offices of the Municipal Manager, Mayor, Speaker, and the Chief-Whip. Providing technical and administrative support to the Municipal Committees like the Mayoral Committee, Council, and Municipal Public Accounts Committee. Management of public participation services, communication services and customer care services. Management of secretariat services support to council and relevant council oversight committees. Advice the Accounting Officer on matters relating to Executive Support. Providing leadership role on both internal and external stakeholder relations. Ensuring quality assurance on all reports submitted to the Offices of the Municipal Manager, Executive Support, Mayor and Council. Providing management and support role on audit and risk management processes. Planning, monitoring and controlling the Department's annual operating budget so that spending is in line with the Municipal requirements and/or Municipal Financial Management Act (MFMA). Manage and lead staff within the Department: Executive Support. Direct and manage the execution of projects and assignments within the Department: Executive Support.

To apply, interested candidates must hand-deliver or courier a fully completed and signed application form (for senior managers) available from our website: [www.makhuduthamaga.gov.za](http://www.makhuduthamaga.gov.za), as well as a comprehensive Curriculum Vitae (CV), as well as certified copies of qualifications and Identity Document (not older than 3 months)





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to the Attention of the Municipal Manager, Makhuduthamaga Local Municipality (MLM), at 01 Groblersdal Road, Jane-Furse at Registry Office. It is the responsibility of the applicant who is in possession of foreign qualifications to submit evaluated results by the South-African Qualifications Authority (SAQA). Enquiries should be directed to Mr. Pakeng Matsetse on (013) 265 - 8731.


**NB: Applications that are not on the applicable application form, faxed or e-mailed applications will not be considered.**

**POPIA Disclaimer:** To consider an application for employment, the applicants personal information must be processed. Therefore, by submitting an application, the applicant agrees to the processing of his/her personal information and the sharing thereof with third parties for background checks and verification.

MLM is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender, and disability. Applicants from designated groupings are encouraged to apply. MLM reserves the right not to make appointment. If you do not hear from the Municipality within three (03) months after the closing date, kindly accept that your application was unsuccessful.

Shortlisted candidates will undergo the screening process and recommended candidates will furthermore undergo a competency assessment.

Successful candidates will be required to sign an employment contract, a performance agreement as well as to disclose their financial interest within the prescribed time-frames.

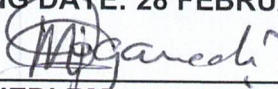
Women and  (people with disability) are encouraged to apply.

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

The relevant MFMA Unit Standards is preferred, however if the appointed candidate does not have it he/she will be provided with a grace period of eighteen (18) months to obtain the unit standards as per publication in the Government Gazette No.9140593, Government Notice 91 of 03 February 2017 by the Minister of Finance.

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

**CLOSING DATE: 28 FEBRUARY 2025**

  
**MOGANEDI RM**  
**MUNICIPAL MANAGER**

**DATE:**

06/02/2025