



## **LEPHALALE MUNICIPALITY**

Lephalale is one of the fastest growing town in Limpopo due to the presence of natural coal reserves, huge industrial expansion projects initiated by mainly coal mining processing and electricity generation. Dynamic persons who wish to take the leading role in the development and exposure of the Lephalale Municipality are hereby invited to apply for the challenging position of:

**1. POSITION: EXECUTIVE MANAGER: STRATEGIC MANAGEMENT: OFFICE OF THE MAYOR**

**DURATION: FIVE (5) YEAR PERFORMANCE – BASED CONTRACT**

**REMUNERATION: R972 648-R1 108 275-R1 257 894 PLUS 7% REMOTE**

**ALLOWANCE: (IN LINE WITH GOVT GAZETTE NO: 40118)**

**WORKSTATION: LEPHALALE CIVIC CENTRE**

The incumbent is expected to sign an appointment contract, a performance agreement and disclosure of financial interest. The shortlisted candidates consent to qualifications, employment background and security vetting.

**REQUIREMENTS:** Three (3) year Bachelor's Degree qualification. NQF L8 in Developmental /Business studies /Management Science /Strategic Studies will be an added advantage. Minimum of (5) five years relevant experience in middle management level of which three (3) years should be at senior management level. Registration with a relevant professional body will be an added advantage. Computer literacy. A valid driver's license.

The incumbent must have the following leading and core competencies as per the government gazette no: 37245 dated 17 January 2014 and municipal regulations on minimum competency levels issued in terms of the Local Government Municipal Finance Management Act 2003 dated 1 July 2007.

**KNOWLEDGE AND SKILLS:** Advanced understanding and knowledge of the municipal legislation regulating municipal governance. Extensive understanding and knowledge of municipal administration and political landscape regulation municipal operations. Advanced performance management reporting and project management, financial management. Ability to work under pressure.

**ATTRIBUTES:** Strategic planning, leadership and management good attribute in governance, strong business and work ethics and values, results-orientated, innovation, problem solving, analytical thinking customer oriented, communication skills, accountable, team player, Supply Chain Management, Project Management, Legislation, Policy development and implementation. High level of emotional intelligence, negotiation, attention to detail, etc.

**KEY PERFORMANCE AREAS** *Inter alia*: Provide overall management of the offices of the Mayor, Speaker, Chief Whip, Communication, Public Participation, LED, PMS, IDP. Advise the Mayor Speaker and the Chief Whip on legislation and related matters. Co-ordinate strategic planning sessions and compile strategic planning reports, Ensure compliance to Performance Management System Legislative Framework. Oversee review and development of infrastructure services related policies. Give input towards preparation of the IDP and SDBIP. Compilation, implementation, monitoring and reporting of departmental budget.

**2. POSITION: EXECUTIVE MANAGER: DEVELOPMENT PLANNING**  
**RE –ADVERT: IF YOU PREVIOUSLY APPLIED FOR THIS POSITION, YOU ARE ADVISED TO RE-APPLY) DURATION: FIVE (5) YEAR PERFORMANCE – BASED CONTRACT**  
**REMUNERATION: R972 648-R1 108 275-R1 257 894 PLUS 7% REMOTE**  
**ALLOWANCE: (IN LINE WITH GOVT GAZETTE NO: 43122)**  
**WORKSTATION: LEPHALALE CIVIC CENTRE**

The incumbent is expected to sign an appointment contract, a performance agreement and disclosure of financial interest. The shortlisted candidates consent to qualifications, employment background and security vetting.

**REQUIREMENTS:** Bachelor of Science Degree in Building Science/ Architect/bachelor's degree in Town and Regional Planning or Development Studies or equivalent qualification. At least five (5) years' experiences at middle management level and a proven successful management experience in Town/Regional, Human Settlement and Building Control. Excellent communication skills with an ability to interlink and interact with stakeholders at all levels. Management Certificate/Diploma or registration as a professional planner in accordance with the planning profession Act 2002(Act No: 36 of 2002). Registration with a professional council is a requirement. Computer Literacy. Valid code B driver's license.

The incumbent must have the following leading and core competencies as per the government gazette no: 37245 dated 17 January 2014 and municipal regulations on minimum competency levels issued in terms of the Local Government Municipal Finance Management Act 2003 dated 1 July 2007.

Strategic Leadership and Management, Strategic and Operational Financial Management, Risk and Change Management, Project Management, Legislation, Policy Implementation and Stakeholder Relation.

**KNOWLEDGE AND SKILLS:** Good knowledge and understanding of relevant policy and legislation, institutional governance systems, internal labour processes and performance management. Good Knowledge of Development and Planning including Land use and Spatial Planning and Human Settlement services and Building Control. Good Knowledge of supply chain management regulations PPPF Act 2000.

**ATTRIBUTES:** Strategic planning, leadership, and management good attribute, in governance, strong business and work ethics and values, results-orientated, innovation, problem solving, analytical thinking customer oriented, communication skills, accountable, team player, Supply Chain Management, Project Management, Legislation, Policy development and implementation. High level of emotional intelligence, negotiation, attention to detail and stakeholder relations. Good knowledge of supply chain management regulations and the preferential policy framework Act.

**KEY PERFORMANCE AREAS** *Inter alia:* Preparing and submitting reports to the Municipal Manager and relevant committees so that they are informed of the issues relevant to the Directorate. Excellent communication skills with the ability to interlink and interact with stakeholders at all levels. Ensure effective co-ordination between departments and Development Planning Directorate so that the annual objectives are implemented. Ensure standard reporting and processes to be implemented to enable stakeholders to regularly re-align implementation and planning strategies for effective implementation of programs. Management of the following key performance areas: Human Settlement, Building Control and compliance, GIS and Spatial Planning and Land Use Management. Manage the department day to day operations.

**3. POSITION: EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES**  
**(RE –ADVERT: IF YOU PREVIOUSLY APPLIED FOR THIS POSITION, YOU ARE ADVISED TO**  
**RE-APPLY) DURATION: FIVE (5) YEAR PERFORMANCE-BASED CONTRACT**  
**REMUNERATION: R 972 648– R1 108 275– R 1 257 894 PLUS 7% REMOTE ALLOWANCE (IN**  
**LINE WITH GOVT GAZETTE NO.:42023)**  
**WORKSTATION: LEPHALALE CIVIC CENTER**

The incumbent is expected to sign an appointment contract, a performance agreement and disclosure of financial interest. The shortlisted candidates consent to qualifications, employment background and security vetting.

**Requirements:** Bachelor Degree in Public Administration/ Management Science or Law, or equivalent qualification. At least five (5) years' experience in middle management level and has proven successful management experience in administration. Excellent communication skills with an ability to interact with stakeholder at all levels. Extensive knowledge of legislation, labour procedures and processes pertaining to Local Government environment. Registration with a professional body. Computer literate. Valid code B driver's license.

The incumbent must have the following leading and core competencies as per the government gazette no: 37245 dated 17 January 2014 and municipal regulations on minimum competency levels issued in terms of the Local Government Municipal Finance Management Act 2003 dated 1 July 2007.

Strategic Leadership and Management, Strategic and Operational Financial Management, Risk and Change Management, Project Management, Legislation, Policy Implementation, Stakeholder Relation, Supply Chain Management, Financial and Performance Reporting.

**Knowledge & Skills:** Good knowledge and understanding of relevant policy and legislation, institutional governance systems and performance management. Good knowledge of corporate support services, including Human Capital Management, legal services, facilities management, information technology and council support. Good knowledge of supply chain management regulations PPPF act 2000, good governance, labour relations, legal background and human capital management, knowledge of coordination and oversight of all specialized support functions.

**Attributes:** Strategic planning, leadership and management, strong in governance, strong business and work ethics and values, result-orientated, innovation, problem solving and analytic thinking, customer-oriented, communication skills, accountable, team-player, Supply Chain Management, Project Management, Legislation, Policy development and implementation. High level of emotional intelligence, negotiation, attention to detail, Stakeholder relations. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**KPA's, inter alia, will:** Provide Legal Services, Labour Relations and Management of compliance by Council with legislation. Management and maintenance of all Council Administration. Develop policies and system for the day-to-day operations of the department. Compile and manage the Directorate's Annual capital and Operational Budget. Preparing and submitting reports to the Municipal Manager and relevant Committees so that they are informed of the issue relevant to Corporate Services. Providing support to the political levels so that politicians are advised of relevant issues pertaining to the Directorate. Promote and maintain healthy relations and liaison with labour unions. Controlling the minutes and handling the contracts of council. Attending Executive Committee, Council, and other related meetings. Key functional areas: Human Resources, Legal Services, Council Administration, Information Technology, General Administration and Records keeping.

**Closing date: 06 September 2021      Enquiries: PJ Moaloshi : 014 763 2193**

At least 60% of the total remuneration package to be structured as salary and 40% be flexible in accordance with SARS guidelines.

All applications must be submitted on Lephalale Local Municipality's application form for section 56 Executive Managers positions that is downloaded on our website: [www.lephalale.gov.za](http://www.lephalale.gov.za) and must be accompanied by detailed CV, originally certified copies of qualifications, ID, drivers license and any other relevant documents and must be mailed: *Munic@Lephalale.gov.za*, *The Municipal Manager, Lephalale Local Municipality, Private Bag x136, Lephalale, 0555*, or hand delivered to *Lephalale Local Municipality, Corner Joe Slovo & Dou Water Street, Lephalale, 0555, Corporate Support Services, Records Office*.

Applications without the relevant accompanying documents will not be considered.

Lephalale Municipality is an affirmative action and equal opportunity employer and is committed to transformation.

Lephalale Municipality has the right to advertise and withdraw an advertisement at any time without prejudice to anyone.

If you are not contacted within 90 days after the closing date, kindly consider your application as unsuccessful.

Date: 06/08/2021  
Notice no: V2/2021/2022  
Ref NO: 4/3/2/2, 4/3/2/9, 4/3/2/8

  
MM COCQUYT  
Municipal Manager