



SEKHUKHUNE DISTRICT MUNICIPALITY

WORKSTATION: Groblersdal. There will be a need for signing of an employment contract, a performance agreement and disclosure of financial interests. The employee will be subjected to undergo security vetting; competency assessment and screening for reference checks in respect of validity of qualifications, whether the candidate has been dismissed previously for misconduct or poor performance by another employer or candidate's current employer. The appointment will be done in terms of the Local Government: Municipal Systems Act, 32 of 2000 as amended and regulations on employment and conditions of service for Senior Managers.

Office of the Executive Mayor MUNICIPAL MANAGER

• Ref. No.: xxxx • Duration: Fixed term employment contract, not exceeding a period ending one year after the election of the next Council of the Municipality • Salary: R1,160,847 (Minimum) R1,349,824 (Midpoint) R1,538,800 (Maximum)

REQUIREMENTS: A Bachelor's degree in Public Administration / Political Sciences / Social Sciences / Law, Relevant or equivalent qualification plus five (5) years' relevant experience at a senior management level. Postgraduate qualification will be an added advantage. The incumbent should have proven successful institutional transformation within public sector or private sector. Extensive knowledge of local Government legislative environment is essential as well as financial management; people management; service delivery focus and strategic management; sound financial management and the ability to negotiate. An action driven innovative team-player and far-sighted development strategist. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel & MS PowerPoint) and valid motor vehicle driver's licence. Good interpersonal relations and effective communications skills are recommended. Policy conceptualisation and implementation; strategic planning and implementation; Programmes management; Monitoring, evaluation and reporting on service delivery; Risk and change management; Demonstrable knowledge on Local Government and related legislation; Knowledge and application of performance management systems and its regulations. Mediation skills, diversity management; Extensive experience in community facilitation and networking; Governance, ethics, and values.

KNOWLEDGE: Advanced knowledge and understanding of relevant policy and legislation; Advanced understanding of institutional governance systems and performance management; Advanced understanding of Council Operations and delegation of powers; Good governance; Audit and risk management establishment and functionality; Budget and Financial management.

KEY PERFORMANCE AREAS: As head of administration, takes responsibility for overall institutional performance and strategic planning and ensure that a strategic management culture exists within an institution; Develop an economical, effective, efficient and accountable administration; implement an integrated development plan and monitor its progress; Manage an organisation in accordance with the Municipal Structures; Advise the political structures and office-bearers on matters pertaining to administration and Council; Manage communication between them, administer and carry out their decisions; implementation of the Municipality's integrated development plan and monitoring of the progress and implementation of service delivery and budget implementation plan; Ensure implementation of the decisions of the political structures and office-bearers as per adopted delegation Framework in terms of section 59 of the Local Government: Municipal Structures Act, 117 of 1998. The promotion of sound labour relations and compliance by the Municipality with applicable labour legislation; Maintenance of the discipline of staff; Management and effective utilisation and training of staff in terms of the relevant policies, including skills development policy; the administration and implementation of the by-laws; the appointment of the staff other than those referred to in section 56 (a) of the Municipal System Act 32 Of 2000, subject to Employment Equity Act, (Act no. 55 of 1998); Coordinate and manage intergovernmental relations (IGR) to ensure sound cooperative governance and management of provision of services to Local community on sustainable and equitable manner.

Enquiries: Kabini Langa, Tel: (013) 262 7727.

For this position applications on a prescribed form for employment must be sent to: The Executive Mayor for the Attention: Executive Mayor: Clir Julia Mathebe @ the following address: The Executive Mayor, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470. Tel. (013) 262 7459.

EXECUTIVE MAYOR: CLLR JULIA MATHEBE

Department: Community Service DIRECTOR

• Ref. No.: xxxx • Duration: Fixed term employment contract, not exceeding a period ending one year after the election of the next Council of the Municipality • Salary: R972,648.00 (Minimum); R1,108,275.00 (Midpoint); R1,257,894 (Maximum)

REQUIREMENTS: At least a bachelor's degree or a relevant qualification in Public Administration / Social Sciences / Law, Relevant or equivalent qualification plus five (5) years' relevant experience in middle management level. Have proven successful institutional transformation within public sector or private sector. Registration with the South African Council for Social Sciences Professionals (SACSSP) or similar recognised relevant professional body will be an added advantage. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel & MS PowerPoint) and valid motor vehicle driver's licence. Good interpersonal relations and effective communications skills are recommended.

TYPE OF KNOWLEDGE: Health service management, emergency and disaster management services. Good knowledge and interpretation of key and related local government acts Regulation (MSA, MFMA, etc). Good knowledge and understanding of institutional governance systems and performance management systems; Good knowledge of Council operations and delegation of powers; Must possess customer care expertise; financial management; knowledge and information management; negotiation; conflict resolution; people management and planning and organising competencies and skills. Risk management; must display ethical integrity and professionalism at all times and time management.

KEY PERFORMANCE AREAS: Assume overall responsibility over management and administration of the Community Services department, which is responsible for the following functions: Municipal Health Services; Disaster Management and Emergency Management Services; Strategic direction and leadership of the department. Exercise financial management for the Community Services department; effective people management and motivation of the staff; lead and control all activities of the department and its budget; develop strategies that enhance service delivery in the Municipality and promote good relations and participation of beneficiaries; Responsible for all assets, income and expenditure related to the department and support the Municipality and expenditure related to the department and support the Municipal strategy. Must have extensive knowledge of the Public Office and Environmental and Occupational Health Services (OHS) practices. Any other responsibilities assigned from time to time by Municipal senior officials.

Enquiries: Kabini Langa, Tel: (013) 262 7727.

For this position applications on a prescribed form for employment must be sent to: Department of Corporate Services for the Attention: Ms Patience Senne / Mr. Makgalemane Mapheto @ the following address: The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470. Tel. (013) 262 7692/7423.

MUNICIPAL MANAGER: Ms. MJ NTSHUDISANE

Sekhukhune District Municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability) in the District Municipality through the filling of this position and candidates whose appointment will promote representativity will receive preference. Women are encouraged to apply. **Applications for both positions, using a prescribed form for employment applications obtainable from Municipal website with detailed CV, certified copies of educational certificates and ID, must be sent to the person and address under each position. Or for both positions hand deliver @ Bareki Mall, near Pick 'n Pay, Groblersdal on or before 1st July 2022. PLEASE NOTE THAT FAXED AND E-MAILED CV'S ARE NOT ACCEPTABLE.** Sekhukhune District Municipality reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you do not receive any response from us within three months from the date of this advertisement, please accept that your application was unsuccessful. Canvassing for employment to the Council is strictly prohibited. Visit our website at www.sekhukhune.gov.za (Application form for employment is available in the website).