



# MALUTI-A-PHOFUNG MUNICIPALITY

The Maluti-a-Phofung Local Municipality seeks to fill the following positions.

## **DIRECTOR: COMMUNITY SERVICES 5 (FIVE) YEAR FIXED TERM CONTRACT Salary: Negotiable**

**Qualification Requirements:** \* Relevant M + 3 qualifications \* Appropriate relevant experience of which 3 years should be at a Senior Management level \* Sound valid knowledge of Local Government legislation \* Valid code B/EB driver's licence. **Competencies:** \* Strategic capability and leadership \* Service delivery innovation \* Project management \* Problem solving analysis \* People management empowerment. **Key Performance Areas:** \* Strategically directs and manages services related to Solid Waste Management, Integrated Environmental Development and Social Welfare services. \* Compiles and manages the Directorate's annual, capital and operational budget \* Manages and ensure that all projects and programmes emanating from the other sections within Directorate are aligned with and in support of the Integrated Development Plan \* Develop by-laws, policies, and processes for Directorate \* Directs and manages projects in relation to libraries. \* Responsible for Municipal Cemeteries.

## **DIRECTOR: ROADS AND PUBLIC SAFETY 5 (FIVE) YEAR FIXED TERM CONTRACT Salary: Negotiable**

**Qualification Requirements:** \* Relevant M + 3 qualifications \* Appropriate relevant experience of which 3 years should be at a Senior Management level \* Sound valid knowledge of Local Government legislation \* Valid code B/EB driver's licence. **Competencies:** \* Strategic capability and leadership \* Service delivery innovation \* Project management \* Problem solving analysis \* People management empowerment. **Key Performance Areas:** \* Strategically directs and manages activities related to Roads and Public Safety i.e. services relating to Fire and Emergency Services, Traffic, Disaster Management, Law Enforcement, Security matters and Fleet Management. \* Compiles and manages the Directorate's annual, capital and operational budget \* Develop by-laws, policies, systems and processes for the Directorate.

## **DIRECTOR: WATER AND ELECTRICITY AND WASTE MANAGEMENT 5 (FIVE) YEAR FIXED TERM CONTRACT Salary: Negotiable**

**Qualification Requirements:** \* Applicants must have a minimum of an appropriate B-Degree in Civil Engineering or tertiary qualification, \* Appropriate relevant experience of 3 years preferably in a Local Government environment. **Competencies:** \* Strategic capability and leadership \* Service delivery innovation \* Project management \* Problem solving analysis \* People management empowerment. **Key Performance Areas:** \* Responsible for planning, data analysis and capturing, surveying, construction and site supervision. \* Responsible for electricity provision and maintenance co-ordination \* Responsible for road maintenance, bulk and connector service for the Municipality \* Manage construction and maintenance contracts \* Undertake ad-hoc analysis, projects or investigation as required by the Municipal Manager \* Manage the entire Technical Services Department.

## **MANAGER IN THE OFFICE OF THE EXECUTIVE MAYOR Salary: Negotiable**

**Qualification Requirements:** \* Relevant Degree or equivalent plus at least 3 years relevant experience. \* Drivers Licence, Postgraduate qualifications will be an added advantage. **KEY RESPONSIBILITIES:** The employee must perform the following functions and discharge the following duties: \* The employee shall be expected to satisfactorily carry out all the tasks and duties associated with the position. The employee agrees and undertakes to obey all reasonable and lawful orders and instructions from the office of the Executive Mayor. \* The employer confirms that he is capable and competent to perform the duties for which he has been employed, and that he has the necessary skills and knowledge to perform competently and to the satisfaction of the employer. **The employee is appointed as Manager in the office of the Executive Mayor. In that capacity he must perform the following functions:** \* Overall management of the Executive Mayor's office \* Receive telephone calls for the office \* Handle all matters as authorized by the Executive Mayor \* Receive and attend to all visitors to the office of the Executive Mayor \* Liaise with National and Provincial Departments as requested by the Executive Mayor \* Liaise with all other role players as requested or authorized by the Executive Mayor. \* Arrange appointments for the Executive Mayor \* Closely liaise with the office of the Speaker on matters related to the office of the Executive Mayor and that of the Municipality. \* Coordinate meeting schedules between the Executive Mayor and other stakeholders of the Municipality. \* Given administrative assistance to Councillors as and when requested by the Executive Mayor. \* Perform other duties assigned to him in terms of the Performance Management System of the Municipality. \* Perform duties and functions that are not specifically included above but are necessary to achieve the Municipality's overall objectives.

**The Municipality of Maluti-a-Phofung is an equal opportunity employer. Please note that if you do not receive any correspondence from us regarding your application within 15 days of the closing date of this advertisement, you should regard your application as unsuccessful. NB: Canvassing will automatically disqualify a candidate. Certified copies of highest qualifications must accompany applications. Applications must be addressed to the Municipal Manager, clearly indicating the notice number, and must reach this Office not later than 12:00 on Wednesday, 15 February 2012 at Private Bag X805, Witsieshoek 9870 or at the Municipal Offices in Phuthaditjhaba (Corporate Services)**

**FOR ADMINISTRATIVE ENQUIRIES, PLEASE CONTACT MR NK RENS AT TEL: (058) 718 3734/3747**

**CLOSING DATE: 15<sup>th</sup> February 2012**