

MALUTI-A-PHOFUNG MUNICIPALITY



NOTICE NO 55/2012

ERRATUM

Maluti-a-Phofung Local Municipality subscribes to the principles of the Employment Equity Act and needs to appoint a suitably qualified and experienced individual in the following positions. An appointment will be for a fixed-term as stipulated in the Local Government: Municipal Systems Act No. 32 of 2000, subject to the conclusion of a performance evaluation agreement between the Municipality and the successful candidate and will be conducted annually.

MUNICIPAL MANAGER

FIVE (5) YEAR PERFORMANCE-BASED EMPLOYMENT CONTRACT

Remuneration : Package is negotiable

REQUIREMENTS: MINIMUM COMPETENCY LEVEL OF

§ MINIMUM COMPETENCY LEVEL OF B. Degree, preferably in Public Administration, Business Administration, or other relevant tertiary qualification. The

applicant must have Matric plus (3) three years Tertiary Qualifications / more / Honours / Masters / Doctorate. The applicant must have at least Five years or more relevant experience. The applicant must have a valid Driver's License.

CORE RESPONSIBILITIES

- \$ To perform the functions, exercise the powers and discharge the duties conferred on a Municipal Manager in terms of National, Provincial and Municipal Legislation.
- \$ To perform the functions, exercise the powers and discharge the duties delegated to the Municipal Manager in terms of legislation, consistent with any policy of the municipality.
- \$ To control, co-ordinate and generally supervise all the heads of departments of the municipal administration.
- \$ To manage provision of the municipal services by or on behalf of the municipality in a sustainable manner.
- \$ To ensure that the municipality complies with its legislative, executive and other obligations.
- \$ To render support to the Executive Mayor.
- \$ To promote the public image of the municipality.
- \$ To promote communication between the municipality and the residents within the municipal area and other stakeholders.
- \$ To design, install and maintain appropriate measures, procedures and systems to ensure that the administration discharges its duties in terms of Section 6 of the Local Government: Municipal Systems Act 2000 (Act No. 32 of 2000), namely that the administration:
 - # responds to the needs of the community
 - # facilitates a culture of public service and accountability amongst the other employees
 - # take measures to prevent corruption
 - # establishes clear relationships, and facilitate co-operation and communication between it and the community
 - # gives members of the community full and accurate information about the level and standard of municipal services they are entitled to receive, and
 - # informs the community how the municipality is managed, of the costs involved and persons in charge.
- \$ As Accounting Officer you will be responsible and accountable for all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality and the Municipal Finance Management Act.

Applications, together with a comprehensive curriculum vitae and certified copies of qualifications, must be forwarded to:

The Executive Mayor
Maluti-a-Phofung Municipality
Private Bag X 805
WITSIESHOEK
9870

Applications can also be handed in at the office of the *Director Corporate Services*, Municipal Offices Phuthaditjhaba, Corner of Motloung and Moremoholo Streets, Phuthaditjhaba.

FOR ADMINISTRATIVE ENQUIRIES PLEASE CONTACT TS MAJOZI,
TEL. NUMBER (058) 718 3747/ 058 718 3732

Applicants are advised that, if they have not heard from us within 30 days of the date of closure, they should accept that their applications were not successful.

CLOSING DATE: 03 AUGUST 2012

RS KAU
ACTING MUNICIPAL MANAGER

DIRECTOR: HUMAN SETTLEMENT, SPATIAL DEVELOPMENT AND PLANNING AND TRADITIONAL AFFAIRS

FIVE (5) YEAR PERFORMANCE- BASED EMPLOYMENT CONTRACT

REMUNERATION:

Negotiable

REQUIREMENTS:

§ MINIMUM COMPETENCY LEVEL OF B. Degree, preferably in Public Administration, Business Administration, or other relevant tertiary qualification. The applicant must have Matric plus (3) three years Tertiary Qualifications / more / Honours / Masters / Doctorate. The applicant must have at least Five years or more relevant experience. The applicant must have a valid Driver's License.

CORE RESPONSIBILITIES

- Development planning including Integrated Development Plan, Spatial Planning and Land-use Management.
- To manage the Traditional Affairs.
- Developing and managing GIS
- Building control services
- Facilitate and manage the provision of decent housing and accommodation to rate payers within the municipality.
- Identify and provide strategic leadership for the need for formal and informal housing project.
- Provide community development (housing services).
- Liaise with the community, government departments and other stakeholders for purpose of planning and developing housing projects.
- Provide resourceful leadership for housing projects from government authorities, private developers and banking institution.
- Administer, implement and manage all the housing legislation.
- Management of all rental stock.
- Invasion control.

- Facilitate the planning and control of functions of budget in the Directorate.
- Oversee and manage smooth running of activities in the Directorate and cross boarder integration of service.
- Manage, revise and implement policies, procedure and by-laws.

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WITSIESHOEK
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