

MALUTI A PHOFUNG MUNICIPALITY



NOTICE NUMBER 78/2012

1. DIRECTOR: IDP AND PMS

FIVE (5) YEAR PERFORMANCE-BASED EMPLOYMENT CONTRACT

The overall purpose of this position is to manage all aspects relating to the Performance Management System and the Integrated Development Plan as suppose to be executed by Maluti –a- Phofung Municipality.

Requirements:

- Degree or Diploma in Business Management System or Project Management NQF Level 6
- 2-3 years relevant experience
- Communication Skills
- CPMD / Executive Leadership would be an advantage.
- Presentation Skills
- Computer Literacy
- Driver's License (Code EB)

Key Performance Areas:

- Direct the IDP and Performance Management System.
- Manage budget of the unit to ensure proper financial administration.
- Plan and manage utilization of resource in order to perform activities and maintain control.
- Report on progress against key performance areas.
- Assist with development of departmental guidelines, policies and procedures.
- Oversee all on-going and preventative Performance Management System and Integrated Development Plan.

- Provide guidelines and information on Performance Management System and Integrated Development Plan.
- Demonstrated desire to achieve excellence, integrity, respect, teamwork and strong delivery outstanding results by involving and motivating your respective teams.
- Co-ordinate specific procedures associated with the implementation and execution of Performance Management and Integrated Development Plan.
- Conducting Workshops to facilitate understanding of the system and its application in defining and measuring organizational goals and accomplishment.
- Develop and monitor system, policies, procedures and processes to ensure correct working operation and practices.

REMUNERATION:

Negotiable

2. DIRECTOR: LEGAL SERVICES

FIVE (5) YEAR PERFORMANCE-BASED EMPLOYMENT CONTRACT

REQUIREMENTS

1. LLB Degree/B Proc. or appropriate tertiary or equivalent qualifications.
2. Extensive managerial experience.
3. The ability to communicate and negotiate with all relevant role-players.
4. CPMD / Executive Leadership would be an advantage.
5. 3 years relevant experience.
6. Valid Code 8 driver's licence.

CORE FUNCTIONS

- Direct the provision of legal advice and assistance to the Municipality and more specifically in relation to by-laws and litigation, including labour law and drafting and contract management.
- Direct the process of compilation and promulgation of new and amendments of existing By-laws.
- Direct the process establishment, implementation, updating and circulation of the Municipal code containing all promulgated by-laws of the Municipality.
- Direct litigation process for criminal or civil cases in which the Municipality, Councillors or officials may become involved in their official capacity to ensure that the Municipality's interests are properly protected.

- Direct the process of legal drafting of contracts and all other legal documents necessary for the day to day running of the administration to ensure that the Municipality's interests are properly protected.
- Manage the process of contract management of all contracts to ensure compliance with contractual obligations and time frames and thereby protecting the municipality's interests.
- Plans and manages the budget of the Legal Division.
- Liaise with Executive Mayor, Municipal Manager and Directors on various legal matters.
- Investigate and drafting of Council by-laws policies.

REMUNERATION:

Negotiable.

3. UNIT MANAGER X 2

Requirements:

- Grade 12 or Equivalent
- 3 Year post matric relevant qualification or equivalent
- Knowledge of municipal services and administration will be an added advantage
- Customer care and business communication skills
- Social and budget management
- Human Resources Management
- Computer Literacy
- Social and economic development
- Housing development

Core responsibilities:

1. Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designated to accomplish key service delivery objective and statutory requirements related to municipal activities in order to better quality of life in the local community. The post is accountable for all outcomes associated with the admin unit under the guidance of the Municipal Manager.
2. Supervise the day-to-day service delivery in the respective area (cash receipting, enquiries, complaints, water, sanitation and solid waste management)
3. Co-ordinate corporate services and finance as determined by the relevant directors

4. Co-ordinate socio-economic and housing development initiatives as determined by relevant directors
5. Co-ordinate stakeholder management as determined by the relevant directors.

Remuneration:

Post level 1 of a grade 9 municipality.

4. SECURITY OFFICERS X 3(VIP PROTECTION)

Requirements:

- At least Matric qualification.
- Code EB Driving Licence
- Exposure and experience to working under strict deadlines.
- The ability to facilitate and communicate with municipal customers and role-players.

CORE RESPONSIBILITIES

- Drive in Maluti-a-Phofung area of jurisdiction and outside the area of jurisdiction as well.
- Responsible for security and privacy of all belongings in her / his possession at any time.
- Take orders from and report to her/him or who assigned the supervisor.
- Handle confidential matters.
- Maintain good discipline
- Accepts responsibility for, and executes control over the standards and cost effectiveness of work executed in her / his responsible functional area.
- Functions assigned to him/her by the HOD subject to the terms and conditions contained in the agreement.

SALARY

Post level 5 Grade 9 of Municipality.

CLOSING DATE:

Friday, 02 NOVEMBER 2012

Please note that if you do not receive any correspondence from us regarding your application within 30 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 **Tuesday, 06 November 2012** at Private Bag X805, Witsieshoek 9870 or at the Municipal Offices in Phuthaditjhaba

**FOR ADMINISTRATIVE ENQUIRIES, PLEASE CONTACT TS MAJOZI AT TEL:
(058) 718 3732/058 718 3747**

**LMD NTOMBELA
MUNICIPAL MANAGER**