

# EMTHANJENI MUNICIPALITY



## ADVERTISEMENT

### NOTICE NO: 54/2022

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

#### DIRECTORATE: CORPORATE SERVICES

1. **MANAGER: OFFICE OF THE MAYOR** (Contract position i.e based on the political term of the Mayor)

Salary: R 541 619.00 – R 703 039.00 (Task Level 15)

**Abovementioned post offers the following benefits:**

13th Cheque  
Pension fund benefits  
Medical aid fund benefits  
Leave and housing benefits  
Cellphone allowance  
Car Allowance

#### **Key Requirements:**

- B-degree, Major in Public / Municipal administration / Political Science / Communication
- NQF Level 6/7 or equivalent qualification
- 5 years managerial experience in Local Government or Public Sector
- Computer literacy
- Communication and interpersonal skills
- Bilingualism, public speaking & presentations skills
- Leadership and management skills

## **Duties & Responsibilities:**

### **The incumbent of the post will be responsible to:**

- Plans, coordinates and manages the activities of the division
- Develops divisional vision and strategy and ensure implementation
- Manages performance of employees in the division
- Plans and manages utilization of resources
- Develop and monitors systems, policies, procedures and processes
- Scheduling and planning executive diary and events
- Administration/secretarial support
- Information Recordkeeping
- Councilors Support
- Planning and overseeing of Projects
- Managing and coordination: Special Programmes
- Managing and monitoring policies, procedures and implementation of Youth, Gender and Disabilities matters
- Responsible for the financial administration of the special programmes
- Brief the Mayor/Speaker on political and special programmes matter of concern and secures information required for proper action on such matters
- Handles the advising, researching, advocacy and monitoring of Legislation/Policy Strategy that relate to special programmes development
- Perform public and client service functions
- Speech writing
- Media liaising

**Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at [www.emthanjeni.co.za](http://www.emthanjeni.co.za), or at all municipal offices, together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Senior Manager: Corporate Services, Mr TW Msengana on 053 632 9100.**

**Closing date: 30 September 2022 at 12h00**

**I Visser  
Municipal Manager  
Emthanjeni Municipality  
PO Box 42  
De Aar  
7000  
Tel: 0536329100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

**The Municipality reserves the right not to make an appointment.**