



Molemole Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment. Molemole Local Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply:

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

Position: Senior Manager Community Services

Department: Community Services

Employment Term: 5 Year Fixed Term Performance Based Contract (To be appointed in terms of Sections 56 and 57 of Municipal Systems Act 32 of 2000)

Remuneration: Negotiable

Key Requirements:

A Bachelors Degree / National Diploma in Public Administration or relevant equivalent Social Sciences tertiary qualification at NQF level 6. A postgraduate qualification will be an added advantage. At least 5 years managerial experience preferably within a Local Government Environment. A valid Code 08/B driver's license. Knowledge of Local Government and / or public sector legislation, policy, regulations, standards and procedures. Legibility in terms of the competence framework for senior / section 57 managers as promulgated by the minister of corporative governance and traditional affairs. Excellent computer skills. Strategic thinking, Planning, prioritizing and effective communication skills are essential.

Competencies:

Strategic capacity and leadership. Financial management capabilities especially budget management and municipal finance management.. Policy formulation, monitoring and evaluation. Analytical ability. Networking, interpersonal, negotiation, facilitation and conflict management skills.

Key Performance Areas Includes:

Report directly to the Municipal Manager on key departmental activities. Overall management of the Community Services Department. Implement the Integrated Development Plan (IDP) as well as strategic goals of the Community Services Department. Provide support and advice to the Municipal Manager and Council. Implement departmental Service Delivery Budget Implementation Plan (SDBIP). Develop and implement key strategic / business plans including Waste Disposal & Management Plan, Disaster Management Plan, Transport Plan, Traffic & Licensing Plan and Environmental Management Plan, Manage Departmental budget, human resources & other resources in accordance with local government legislation and treasury regulations. Manage efficient provision of municipal services. Establish, operate and maintain support structures, processes and systems. Direct and control key deliverables and outcomes for the department. Liaise with internal and external stakeholders. Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices and operating standards compliance.

Position: Senior Manager Local Economic Development & Planning

Department: Local Economic Development & Planning

Employment Term: 5 Year Fixed Term Performance Based Contract (To be appointed in terms of sections 56 and 57 of Municipal Systems Act 32 of 2000)

Remuneration: Negotiable

Key Requirements:

A Bachelors Degree / National Diploma in Development Planning or relevant equivalent tertiary qualification at NQF level 6. A postgraduate qualification will be an added advantage. At least 5 years managerial experience preferably within a Local Government Environment. A valid Code 08/B driver's license. Knowledge of Local Government and / or public sector legislation, policy,

regulations, standards and procedures. Legibility in terms of the competence framework for senior / section 57 managers as promulgated by the minister of corporative governance and traditional affairs. Excellent computer skills. Effective Communication.

Competencies:

Strategic capacity and leadership. Financial management capabilities especially budget management and municipal finance management. People management skills. Policy formulation, monitoring and evaluation. Analysing and interpretation of information is essential.. Networking, interpersonal, negotiation, facilitation and conflict management skills.

Key Performance Areas Includes:

Report directly to the Municipal Manager on key departmental activities. Overall management of the Local Economic Development & Planning Department. Implement the Integrated Development Plan (IDP) as well as strategic goals of the Local Economic Development & Planning Department. Provide support and advice to the Municipal Manager and Council on matters delegated to the department. Implement departmental Service Delivery Budget Implementation Plan (SDBIP). Develop and implement key strategic / business plans including Municipal Spatial Development Framework (SDF), Land Use Management Scheme (LUMS), Local Economic Development Strategy and Eco Tourism Strategy. Link development plans and strategies with National and Provincial Growth & Development Strategy Extended Public Works Programme, Land restitution programme / plans and Broad Based Black Economic Empowerment & Preferential Procurement Framework. Manage Departmental budget, human resources & other resources in accordance with local government legislation and treasury regulations. Manage efficient provision of municipal services. Establish, operate and maintain support structures, processes and systems. Direct and control key deliverables and outcomes for the department. . Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices and standards compliance.

Position: Special Programmes Officer

Department: Municipal Manager's Office

Basic Salary: R 169 571.49 per annum

Minimum Requirements:

B Degree / Diploma in Social Sciences or relevant equivalent tertiary qualification at NQF level 5. 1 year relevant experience. Knowledge of relevant legislation. Computer skills. Effective Communication, interpersonal, negotiation, facilitation and conflict management skills. Planning and coordination skills, ability to work without supervision and a self starter.

Roles and Responsibilities Includes:

Develop & coordinate plans and programmes special focus groups. Implement programmes aimed at supporting and empowering the youth, elderly, women, children and disable persons. Arrange logistics for special focus events and activities. Liaise with institutional structures and external structures in support of special focus group. Facilitate consultation with key stakeholder. Facilitate integration of support programmes for focus groupings in municipal plans and activities and maintain data base of such structures and activities. Develop & review internal systems associated with key functions of the unit. Perform a liaison function with interest groups.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to:

The Municipal Manager; Molemole Local Municipality; Private Bag X 44; Dendron; 0715 or deliver to 303 Church Street; Dendron or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roets & Vivirers Street; Soekmekaar.

Applications must be accompanied by a covering application letter for the position you are applying for, a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications.

***Applications without the above will not be considered.**

Molemole Local Municipality reserves the right to / not to make appointments. If no response is received from Molemole Municipality 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only.

- NB:**
- 1. Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks.**
 - 2. Fax and E-Mail applications will be not accepted.**
 - 3. Applications received after the closing date and time will not be considered.**
 - 4. Fraudulent qualifications or documentation will immediately disqualify an applicant.**
 - 5. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant.**

Successful candidates for positions of senior managers will be expected to enter into an annual performance agreement with the municipality for each financial year for the duration of the employment relationship.

Enquiries on the above should be directed to Mr. P.S Peta at 015 501 0243.

CLOSING DATE FOR APPLICATIONS: Wednesday 29 July 2011 at 12h00.