



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Thabazimbi Local Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post. **All applicants who applied for this position before must also re-apply**

RE-ADVERTISEMENT

MPAC RESEARCHER

(OFFICE OF MUNICIPAL MANAGER)

BASIC ANNUAL SALARY:

Post Level 3 (R321 690.03) per annum

QUALIFICATIONS

Grade 12

An appropriate bachelor's Degree in Social Science or equivalent

National Certificate in MFMA (NQF Level 6) which is a minimum requirement as per Gazette 29967 (Municipal Minimum Competencies Level)

A minimum of two to three (2-3) years experience in Local Government as well as auditing, unless a candidate can demonstrate that she/he has developed necessary competencies through experience and/or sound knowledge gained within Local Government.

Profound knowledge of legislation governing Local Government especially Municipal Finance, Management and Supply Chain Management process.

High degree of confidentiality. Strong research background will be a critical advantage

Understanding of the political environment

Good interpersonal relations and a high degree of ethics

KEY PERFORMANCE AREAS:

Advise MPAC on accountability and oversight matters.

Provide administrative support to ensure functionality of the Committee.

Assist the chairperson and the committee to run the committee affairs.

Draw the annual MPAC Programme in line with the Municipal cycle.

Source Municipal Council documents and reports that are needed for MPAC in order to perform its duties.

Review and investigate all matters referred to the committee by other council committees
Benchmark Committee activities as well as functionality with other Municipalities.
Ensure that MPAC reports are tabled in Council and track implementation of MPAC resolution by council.
Ensure proper management and filing of all MPAC records and files. Liaise with Internal Audit.
Develop process and procedures for MPAC operations
Analyze financial and performance reports including SDBIP, Annual reports and Financial Statements
Provide technical support and manage secretarial services for MPAC

ADDITIONAL BENEFITS:

Pension Fund, Medical Aid, Housing subsidy, cell phone and Travelling Allowances

CLOSING DATE:

20 OCTOBER 2017

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications **OR** an application form duly completed together with authenticated copies of your qualifications to:

Application forms are available at the Personnel Office of Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number 014 777 1902. Enquiries may be directed to Ms D Mabitsela, V. Seleka or I Harding at 014 777 1902.

- **Applications by fax or e-mail will not be accepted.**
- **No applications will be accepted without certified copies of qualifications.**
- **Canvassing with Councilors is not permitted and proof thereof will result in disqualification**

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.

Notice No: 42/2017

**MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**