



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

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

Website: www.thabazimbi.gov.za

Thabazimbi Local Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post.

MANAGER IN THE OFFICE OF THE MAYOR **(OFFICE OF THE MAYOR)**

Contract will be in line with the term of the current Mayor

TOTAL PACKAGE: R406 566.54 per annum. Additional benefits that can be included in the package are as follows: (i) Medical aid cover (ii) Pension fund.

MINIMUM REQUIREMENTS: A National Diploma or Bachelor's degree in Public Administration majoring in Political Sciences or equivalent, Sound knowledge of legislations governing municipalities i.e. MFMA, Municipal Structures Act and Municipal Systems Act, valid drivers' licence, 5 years' experience

KEY PERFORMANCE AREAS: Provide office administration and communications to the Office of the Mayor. Coordinate and prepare Executive Committee meetings as per schedule/plan or in the case of special EXCO meetings. Plan, coordinates and manage activities of the Office of the Mayor to ensure effective service delivery. Review and approve certain specified expenditure votes in Office of Mayor to control the financial expenditure. Preparation of both provincial and national events. Promote a healthy and conducive working environment within the unit. Identify key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of Thabazimbi Local Municipality communication services. Develop and manage an annual budget for the division, and prepare and submit budget adjustments. Monitor individual staff performance, in accordance with performance objectives, daily

SKILLS: Incumbent should be familiar with the functioning of the structures in the municipality

CLOSING DATE: 15 MARCH 2019

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 to:

The Municipal Manager
Private Bag X530
THABAZIMBI
0380

NOTICE NUMBER: 05/2019

Application forms are available at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902**.

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.

If you are not invited for an interview within 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke, positioned above the printed name.

**TG RAMAGAGA
MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**