



## THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

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

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post.

### RE-ADVERTISEMENT

### MPAC RESEARCHER (OFFICE OF THE MUNICIPAL MANAGER)

**REMUNERATION:** Post Level 3 (R366, 581.87) per annum. Additional benefits attached to the position are as follows : (i) Medical aid cover is subsidized by 60% of the total contribution for family members; (ii) Pension fund contribution by Municipality is 18% of basic salary; (iii) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee. (iv) Travelling allowance that is calculated according to the vehicle that you use for business purposes.

**QUALIFICATIONS:** A National Diploma in Social Sciences or equivalent. Certificate in MFMP will be an added advantage (NQF Level 6). Valid Driver's License. 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

**EXPERIENCE:** A minimum of 2-3 years relevant working experience in local government as well as auditing.

**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

**CLOSING DATE: 13 DECEMBER 2019**

If you are interested and you are in possession of the necessary qualifications and experience, please address your application form obtainable on the municipality website ([www.thabazimbi.gov.za](http://www.thabazimbi.gov.za)), together with certified copies of qualifications and identity documents to the following address:

**NOTICE NUMBER: 49/2019**

**Municipal Manager  
Private Bag X530  
THABAZIMBI  
0380**

Application forms are also available at the Human Resources Office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105**.

**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.

If you are not invited for an interview within 20 (Twenty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into. Candidates will be subjected to verification of credentials.

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



**TG RAMAGAGA  
MUNICIPAL MANAGER  
THABAZIMBI LOCAL MUNICIPALITY**