



THABAZIMBI MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel: 014 777 1525

Fax: 014 777 1531

This Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitably qualified experienced persons for the position of:

CHIEF OPERATIONS OFFICER

REMUNERATION PACKAGE: Negotiable
(This position is a fixed term contract for 5 years)

REQUIREMENTS: B-Degree or equivalent qualification
At least 5 years experience in Senior Management Level,
preferably experience in the legislative and policy framework
Applicable in the Local Government sphere
Computer Literate
Valid code EB driver's license

KNOWLEDGE: Knowledge and understanding of Protection- & Social Services
Strategic Planning and Organisations skills
Knowledge in Financial Management and planning, peoples and
Change Management
Negotiations
Sound knowledge of Labour Relations (Conflict Management,
discipline, dispute resolution)
Interpersonal and Communication skills
Policy development and implementation
Report writing
Project and contract management Skills

KEY PERFORMANCE AREAS:

Compile and ensure implementation of the following:

- Effective and efficient management of resources and personnel in the Office of the Municipal Manager
- Prepare and manage operational and capital budgets of the Offices of the Municipal Manager, the Mayor, Speaker and the Chief Whip
- Oversee operations including policy development in the Office of the Municipal Manager
- Assist the Municipal manager to manage municipal administration
- Write report on key organizational issues to the mayoral Committee, Council and Council Committees
- Maintain good internal and external relations
- Develop and implement municipal integrated development planning, performance management systems
- Oversee coordination of special programs

- Advise the Municipal Manager and Departments on matters pertaining to the Office of the Municipal Manager
- Align the plans and objectives in the Office of the Municipal Manager with the integrated development plan and strategic objectives of the municipality
- Monitor and manage the performance of other officials in the office of the Municipal Manager
- Assist the Municipal Manager to achieve corporate targets to the municipality with regard to the provision for rendering service delivery to the local community.

ADDITIONAL BENEFITS: Pension Fund, Medical Aid, Housing subsidy, traveling allowance and Cellphone allowance

CLOSING DATE: 18 JUNE 2010

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:

Municipal Manager
Private Bag X530
THABAZIMBI
0380

Application forms are available at the personnel office of the Thabazimbi Municipality, Corporate Services Department or telephone number 014 777 1902 ext 105.

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

Thabazimbi 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 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.

NO APPLICATIONS BY FAX OR E-MAIL WILL BE ACCEPTED

NOTICE NUMBER: 24/2010