



THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Tel.: 014 772 2295 / Fax: 014 777 1531

Website: www.thabazimbi.gov.za

Thabazimbi Local Municipality as an equal opportunity employer hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post in Northam, Leupoort and Rooiberg Satellite Offices.

MANAGER: SATELLITE OFFICES **(OFFICE OF THE MUNICIPAL MANAGER)**

SALARY PACKAGE: Post Level 1 (R586380,59) per annum. Additional benefits attached to the position are as follows: (i) Fixed travelling Allowance of R19 546.02 per month (ii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iii) 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. R1000 per month towards cellphone and data allowance.

MINIMUM REQUIREMENTS: National Diploma / Degree in Public Administration/ Management or equivalent. 5 years relevant experience of which 3 years is in a supervisory level. Valid Driver's License is essential.

KEY PERFORMANCE AREAS: Rendering of Municipal services to the community. Manage the provision of basic municipal services in the satellite offices. Provide administrative support within the area of jurisdiction. Allocate work, maximising the available resources to achieve objectives whilst minimising costs. Develop and manage an annual budget for the division, and prepare and submit budget adjustments. Identify with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of Thabazimbi Local Municipality communication services. Manage Human Resources in order to ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance within the unit.

SKILLS: Knowledge of the Local Government sector and applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people, leadership and management skills; good communication and report writing; willingness and readiness to work long hours and under pressure.

NOTICE NUMBER: 24/2025

CLOSING DATE: 25 JULY 2025

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 on the municipal website and at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsers Centre, Rietbok Street, Thabazimbi or telephone number **014 772 2295**. For enquiries kindly contact **Ms. D Mabitsela** on e-mail mabitselakd@thabazimbi.gov.za or **Ms. MK Sekakampa** on sekakampamk@thabazimbi.gov.za.

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 thirty (30) working days from the closing date, you must accept that your application was unsuccessful. Successful candidate will sign a performance agreement and disclosure of interest. No further correspondence will be entered into. Candidates will be subjected to verification of credentials. Municipality reserves the right to fill the post.

A handwritten signature in black ink, consisting of a series of loops and a final vertical stroke, positioned above a horizontal line.

GC LETSOALO CA(SA)
Municipal Manager - Thabazimbi Local Municipality