



## 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.

### **AREA MANAGER SATELITE OFFICES** **(OFFICE OF THE MUNICIPAL MANAGER)**

**The appointed candidate will report in Northam Satellite Office as place of work.**

**REMUNERATION:** Post Level 1 (R460, 055.40) per annum. Additional benefits attached to the position are as follows: (i) Travelling allowance of 850km, that is calculated according to the vehicle that you use for business purposes; (ii) R439.00 per month towards Cellphone use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

**MINIMUM REQUIREMENTS:** National Diploma / Degree in Public Administration or Management. 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.

**CLOSING DATE: 18 SEPTEMBER 2020**

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:

**Acting Municipal Manager**  
**Private Bag X530**  
**THABAZIMBI**  
**0380**

**NOTICE NUMBER: 06/2020**

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.



**JJ VAN DER MERWE  
ACTING MUNICIPAL MANAGER  
THABAZIMBI LOCAL MUNICIPALITY**