



## THABAZIMBI LOCAL MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

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

Website: [www.thabazimbi.gov.za](http://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.

RE-ADVERTISEMENT (previous applicant may re-apply)

**MANAGER: COUNCIL SUPPORT AND RECORDS MANAGEMENT**  
**(CORPORATE SERVICES)**

**SALARY PACKAGE: Post Level 1 (R526461, 49) per annum.** Additional benefits attached to the position are as follows: (i) Fixed Travelling Allowance of R17 548,71 per month, subject to the employee presenting a vehicle to be used for business purposes; (ii) R1000 per month towards Cellphone and data 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/B.Degree in Public Administration or equivalent. Computer literacy and Valid Driver's license.

**EXPERIENCE:** Five (5) years relevant experience of which Three (3) years is in a supervisory level.

**KEY PERFORMANCE AREAS:** Management council support services for the municipality. Provide administrative support to Council. Management of council resolutions. Provide advisory support to council structures and portfolio committees. Management of records services for the municipality. Development of records management plans. Monitor implementation of records management policies and procedures. Provide budgetary inputs for the division. Compilation of reports. Supervise council support, records management and auxiliary services.

**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: 03 NOVEMBER 2023**

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**

**NOTICE NUMBER: 57/2023**

Application forms are available on the municipal website and at the personnel office of the Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 772 2295**.

**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.

**LG TLOUBATLA  
MUNICIPAL MANAGER  
THABAZIMBI LOCAL MUNICIPALITY**