



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 (R389, 493.24 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 of 650km that is calculated according to the vehicle that you use for business purposes.

QUALIFICATIONS: A National Diploma/Degree in Public Administration/ Social Sciences/Commerce or equivalent. Certificate in Municipal Finance Management Programme will be an added advantage. Valid Driver's License. Profound knowledge of legislation governing Local Government especially Municipal Finance Management, Supply Chain Management and Performance Reporting. High degree of confidentiality. Strong research background will be a critical advantage

EXPERIENCE: A minimum of 3-4 years relevant working experience in the relevant field.

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.

NOTICE NUMBER: 26/2020

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 and driver's license** or an application form duly completed to:

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

Application forms are available at the personnel office of the Thabazimbi Local Municipality - Municipal Offices, 7 Rietbok Street, Thabazimbi, 0380 or telephone number 014 – 777 1525 or 014 777 1902.

- **Applications by fax or e-mail will not be accepted.**
- **No applications will be accepted without certified copies of qualifications.**
- **Canvassing with Councilors or Officials is not permitted and proof thereof will result in immediate disqualification.**

If you are not invited for an interview within twenty (20) 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**