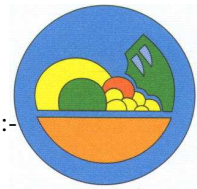




GREATER TZANEEN MUNICIPALITY

VACANCIES

Applications are invited from suitable qualified persons to fill the following positions:-



DEPARTMENT OF THE ENGINEERING SERVICES MANAGER

1 X HEAD OF DIVISION (Roads and Storm Water)

The job purpose of a Head of Division is to manage and supervise the Roads and Storm Water Division by rendering a roads and storm water service to the Greater Tzaneen Municipality to achieve and improve on the set standards.

The Head of Division must ensure that the daily work is done to satisfaction and to achieve the objectives of Council.

He/she will be responsible for:-

- Planning and managing activities of Division to ensure the delivery of roads and storm water services;
- Developing Divisional Vision and Strategy and ensuring implementation;
- Managing performance of employees in the Division;
- Planning and managing utilization of resources in order to perform activities;
- Developing and monitoring systems, policies, procedures and processes to ensure correct working operations and practices;
- Performing human resources and administrative activities;
- Performing roads and storm water infrastructure planning, construction and maintenance activities to ensure effective and efficient control; and
- Managing contracts for construction and maintenance activities to ensure effective and optimal control over projects.

The minimum requirement is a National Diploma in Civil Engineering with appropriate experience. Must have a thorough knowledge of Altycad/civil designing and exceptional management skills in roads and storm water infrastructure planning. The applicant must be consistent, diligent and be able to closely follow and implement procedures and policies. Drivers' license essential.

DEPARTMENT OF THE CORPORATE SERVICES MANAGER

1 X HEAD OF DIVISION (Communication and Marketing)

The job purpose of a Head of Division is to manage and supervise the functions and responsibilities of the Communication and Marketing Division.

The Head of Division must ensure that the daily work is done to satisfaction and to achieve the objectives of Council.

He/she will be responsible for:-

- Developing Divisional Vision and Strategy and ensuring implementation;
- Managing performance of employees in the Division;
- Planning and managing utilization of resources in order to perform activities;
- Developing and monitoring systems, policies, procedures and processes to ensure correct working operations and practices;
- Performing human resources and administrative activities; and
- Performing and overseeing all communication related activities (internally and externally) and also ensuring execution of the marketing strategy.

The minimum requirement is a National Diploma in Communication with appropriate experience. Computer literacy and drivers' license essential.

A Cost-to-Employer remuneration of R643 014.80 pa will be payable.

Applications on the prescribed application form, a comprehensive CV and copies of certified certificates should be addressed to:

Municipal Manager, Greater Tzaneen Municipality, PO Box 24, Tzaneen, 0850.

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councilor and /or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases as well as validity of qualifications. Applicants who are not invited for an interview should regard their applications as unsuccessful.

Council at all times reserves not to appoint.

Further information can be obtained by phoning Mr MPS Visser on tel no. 015- 307 8384/2/1.
Greater Tzaneen Municipality is an Employment Equity Employer.

Closing date: 24 August 2009 at 12:00

**MABAKANE MANGENA
MUNICIPAL MANAGER**