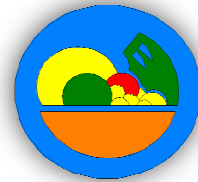




# GREATER TZANEEN Municipality VACANCY



## Re-advertisement

The following position is being advertised and applicants are invited to apply.

### CORPORATE SERVICES

1 X MPAC RESEARCHER  
(Job Id Number: 4/2/4/001)

**Salary: R 427 123.10 per annum (Job level 04)**

The job purpose is to provide administrative support to MPAC in their effort to increase council and public awareness of the financial and performance issues of the municipality and its entities.

**Key performance areas:** The Manager must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ▲ *Develop processes and procedures for MPAC operations* ▲ *Review and investigate all matters referred to the committee by other council committees* ▲ *Analyse financial and performance reports, including SDBIP, Annual Reports and financial statements and provide MPAC with reports on possible risks and irregularities* ▲ *Advice MPAC on possible corrective measures, identifying unintended consequences and provide possible recommendations* ▲ *Provide technical support and manage secretarial services for MPAC* ▲ *Guide, establish, facilitate, coordinate and maintain stakeholder relations.*

**Requirements:** B Degree: Public Management or equivalent; B driver's license; knowledge of Municipal Financial Management, Municipal operations and performance reporting; Good interpersonal relations and a high degree of ethics; Facilitation skills; communication skills; Analytical skills and report writing skills. Three (03) years relevant experience

**Applications should be submitted on the prescribed compulsory application form and indemnity form ([www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)), a comprehensive CV, certified copies of qualifications and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850**

Please note that ♦ No late applications will be considered ♦ No faxes and e-mails will be accepted ♦ Fraudulent qualifications or documents will immediately disqualify any application ♦ Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification ♦ Applicants who are not invited for an interview, please accept that your application has been unsuccessful ♦ Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified. Council at all times reserves the right not to appoint.

**Closing date: 15 November 2016 at 12:00**

**Enquiries: Mrs H Maake (015) 307 8384/8006**

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

**SR MONAKEDI – MUNICIPAL MANAGER**