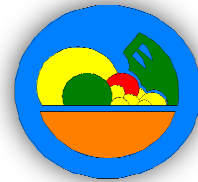




GREATER TZANEEN Municipality



VACANCY

Applications are herewith invited from suitably qualified persons for appointment in the following vacancy:

CORPORATE SERVICES DEPARTMENT

MANAGER (Office of the Mayor)
(Job Id Nr 0/1/1/001)

Salary: R471 569.07 per annum (Job level 3)

The job purpose of the Manager will be to direct and manage the office of the Mayor.

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: ▲ *Strategic management of the Office of the Mayor and provide a framework for the integration of the municipality's governance objectives* ▲ *directing work necessary to accomplish programs or projects of special interest to the Mayor/Speaker to ensure proper management of the Office of the Mayor/Speaker* ▲ *Planning, coordinating and managing activities of the Office of the Mayor to ensure the delivery of services* ▲ *Briefing the Mayor/Speaker on matters of governance and concerns and secures information required for proper action on such matters to ensure informed approach in the actions of the Mayor/Speaker* ▲ *Reviewing and approving certain specified expenditure votes in Office of Mayor to control the financial expenditure* ▲ *Developing and enforcing policies and procedures for the improved flow of work through the Mayor's Office* ▲ *Accompanies the Mayor/Speaker to various meetings and ensures that the Mayor/Speaker receives all the necessary background information* ▲ *Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work co-operatively and jointly to provide quality seamless customer service* ▲ *Planning and managing utilisation of resources in order to ensure optimum utilisation of all resources needed to perform activities.*

Requirements: • B Degree or equivalent in B Admin in Political Science/ B Admin in Public Management • Five (5) years relevant experience in the field • Computer literacy, Communication, report writing and journalistic, negotiation, leadership, coordination and organisational skills, Sound knowledge of Local Government functions and legislation, Protocol knowledge, Sound Human Relations and a driver's license.

Applications should be submitted on the prescribed compulsory application form and indemnity form (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

