



# GREATER TZANEEN Municipality



**VACANCY**

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

## OFFICE OF THE MUNICIPAL MANAGER

**MANAGER (Office of the Mayor)**

**(Job Id NO: 0/1/1/001)**

**Salary: R612 985.32 per annum (Job level 3)**

The job purpose of the Manager is to manage activities of the Mayors 'office and special programmes.

**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 and enforce policies and procedures for the improved flow of work through the Mayor's Office* ▲ *Manage activities of the Mayor* ▲ *Direct work necessary to accomplish programs or projects of special interest to the Mayor* ▲ *Gather information on matters of governance and concerns for the Mayor* ▲ *Manage special programmes activities* ▲ *Manage financial resources on Special Programmes* ▲ *Accompanies the Mayor to various meetings and ensures that the Mayor receives all the necessary background information* ▲ *Planning and managing utilisation of resources in order to ensure optimum utilisation of all resources needed to perform activities.*

**Requirements:** • B Degree in Social Science, Public Administration/Management or relevant experience  
• Five (5) years relevant experience in the field • Computer literacy, Communication, report writing and journalistic skills and driver's license.

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**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: 07 May 2021 at 15:00**

**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.

**BS MATLALA – MUNICIPAL MANAGER**