



GREATER TZANEEN Municipality RE-ADVERTISEMENT



The following position is being re-advertised and applicants are invited to apply. Those who applied before should not re-apply.

CORPORATE SERVICES

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

Salary: R 522 551.28 per annum (Job level 04)

The job purpose is to coordinate oversight and account to the implementation programmes and plans consistent with policy, legislation and the constitution.

Key performance areas: The MPAC Researcher 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* ▲ *Coordinate analysing of financial and performance reports, including SDBIP, Annual Reports and financial statements and provide MPAC with reports on possible risks and irregularities* ▲ *Provide advice to MPAC on possible corrective measures, identifying unintended consequences and provide possible recommendations* ▲ *Guide, establish, facilitate, coordinate and maintain stakeholder relations* ▲ *Perform administrative and human resources related activities.*

Requirements: National Diploma / B Degree in Public Administration/ Management and research subjects will be an added advantage; MFMP Certificate; driver's license; knowledge of Municipal Financial Management, Municipal operations and performance reporting requirements; Microsoft Office applications; Good interpersonal relations and a high degree of ethics; Facilitation skills; communication skills; Analytical skills and report writing skills, Knowledge of local government legislation and constitution of the Republic; Experience in data analysis; Understanding of the Local Government Oversight Responsibilities; Three (03) years relevant experience.

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

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor 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 and their qualifications will be verified.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 31 July 2020 at 15:00

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

Greater Tzaneen Municipality is an Employment Equity Employer.

MR SB MATLALA – MUNICIPAL MANAGER