



GREATER TZANEEN Municipality Vacancy



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

MUNICIPAL MANAGER'S OFFICE

1 X MANAGER – STRATEGIC SUPPORT
(Job Id Number: 1/3/0/004)

Salary: R612 985, 32 per annum (Job level 03)

The job purposes of a Manager – Strategic Support is to manage IDP and Institutional PMS.

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 divisional vision and strategy ▲ Plans and manages activities of division to ensure the timeous review of the IDP and PMS ▲ Plans and manages activities of division to ensure strategic development, performance management to determine productivity of the Institution ▲ Managing and monitoring policies, procedures and implementation of strategic support matters ▲ Manages performance of employees in the division to ensure effective and efficient execution of duties ▲ Plans and manages utilisation of resources in order to perform activities ▲ Performs human resources and administrative activities to enhance service delivery ▲ Performs any other duties as instructed by the Municipal Manager.

Requirements: B Degree in Development Studies / Public Management / Public Administration or relevant qualification; Master's degree in strategic planning and management will be an added advantage; Five (05) years' 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: 28 August 2020 at 15:00

Enquiries: Mrs H Maake (015) 307 8284/8006.

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

MR BS MATLALA – MUNICIPAL MANAGER