

MANTSOPA LOCAL MUNICIPALITY



MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, ENCOURAGE SUITABLY QUALIFIED AND EXPERIENCED INDIVIDUALS IN THE UNDERMENTIONED POSITIONS TO APPLY. AUTOMATICALLY GIVE CONSENT TO THE MUNICIPALITY TO CONDUCT REFERENCE CHECKS AND VERIFICATION OF QUALIFICATIONS

DEPARTMENT OF CORPORATE SERVICES

MANAGER ADMIN AND LEGAL

Salary: R340 501, 78 post level 1

Benefits of the position:

Pension / Provident fund, Medical Aid, 13th Cheque, leave and Car allowance

Requirements:

- Grade 12 and LLB or Degree in Human Resources with Industrial Relations as a module or equivalent qualification
- Knowledge and understanding of archives.
- Good understanding and maintenance of BLUE filing system
- Ability to administer litigation matters and liaise with service providers on matters in the courts of law.
- Registration with a relevant professional body is a prerequisite and a 3-5 year's work experience.

Key Performance Areas:

- Provision of an effective administrative service to core service delivery functions by amending, adjusting and reviewing and participating in the design, development and implementation of information technology infrastructure and application platforms capable of effective circulation, response, storage and retrieval.
- Co-ordinates and control procedures and research sequences associated with disciplinary and grievance cases and enquires
- Interpreting the nature of the case through studying of literature / transcripts from enquires.
- Engaging the services of the Legal Practitioner and briefing / outlining investigational findings
- Procedural and substantive issues and mitigating factors to support a favourable outcomes
- Presenting the case
- Calling and questioning witnesses and presenting closing arguments
- Analysing evidence and interpreting the applicability of specific policies and procedures.
- Prepare and represent the municipality in cases referred for Conciliation / Arbitration
- Preside on disciplinary matters handled internally

DEPARTMENT OF COMMUNITY SERVICES

TOWN PLANNER

Salary: R340 501,08 post level 1

Benefits of the position:

Pension fund, Medical Aid, 13th Cheque, leave and Car Allowance

Requirements of the post:

- B degree in Town and Regional Planning
- Registration as a professional planner in accordance with the Planning Professions Act 32 of 2002
- Good understanding of Spatial Development Framework
- Relevant developmental planning experience of 3-5years

Key Performance Area:

- Keeping abreast with changes in socio-economic trends, environmental demands and legislation impacting and influencing developmental planning,
- Manages key processes, applications and requirements related to Developmental Plans, integrated development frameworks and spatial frameworks by executing appropriate applications or assessing, analysing and synthesizing relevant information to support detailed physical planning.
- Identifying and establishing potential project teams and consultants and formulating the project brief.
- Conceptualizing the content, process and methodology in respect of executing the plan and interacting with key stakeholders / role-players to elicit information on specific constraints and concerns
- Manage developmental project management processes associated with the scope, resourcing, implementation, monitoring and communication by formulating the project budget and developing and setting mission critical interventions with regards to implementation, communication strategies and project programmes,
- Establishing and implementing control mechanisms to monitor measure interim final project spend against budget.
- Evaluates and comments on statutory developmental applications by assessing compliance with specific town planning regulations and related legislation and / or input from internal / external commentators.
- Disseminates strategic, functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints by participating in various meetings (council, internal and external forums) and provides comments / opinions on matters affecting or concerning the functionality.

Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications. To the following address:

Human Resources Management

Mantsopa Local Municipality

P O Box 64,

Ladybrand

9745

Or

Hand delivery: 38 Joubert Street, Ladybrand, 9745

Fax and / or E-mail applications will not be considered.

Enquiries can be directed to the HR Manager on telephone: 051 924 0654 / 5

Fraudulent qualifications, documentation or driver's license from applications will immediately be disqualified. A candidate / applicant who canvasses any Councillor for preferences will also be

disqualified from the selection process or from appointment. The Municipality reserves the right to appoint or not to appoint.

CLOSING DATE: 22 September 2017

**TP MASEJANE
MUNICIPAL MANAGER**