

M MANTSOPA LOCAL MUNICIPALITY



**MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLY QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITIONS. PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY**

**EXTERNAL VACANCIES**

**LOCAL ECONOMIC DEVELOPMENT MANAGER**

Salary: R317 336.24 per annum (Post Level 1) Permanent Post plus:

**BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Car allowance and  
Annual leave

**REQUIREMENTS:**

A degree/equivalent qualification in one of the following: economics, planning, business studies, geography or estates management will be beneficial.  
Experience in Local Government Marketing, Communication and Public Relations  
Knowledge of Municipal Administration.  
Good presentation and marketing skills  
Proven management skills.  
Excellent communication skills both written and verbal  
Advanced Computer literacy  
Valid driver's licence.

**KEY PERFORMANCE AREAS**

Create a conducive environment for economic development to happen.  
Assisting the previously disadvantaged to come into main stream economics.  
Supporting small business enterprises and sourcing funding for entrepreneurs.  
Retain established business in area and increasing trade.  
Recruit investment into area.  
Create new industry (Business process outsourcing; green economic activities; sustainable development).  
Poverty alleviation programme and skills development.  
Development of LED strategy.  
Facilitation of LED projects.  
Development of creative industries.  
Conducting research and consultations in order to write a local economic development strategies  
Preparing reports  
Providing advice for local entrepreneurs and business start-ups

Promote the development of tourism in the area  
Encouraging sustainable business practices  
Testifying at regulatory or legislative hearings concerning the estimated effects of changes in legislation or public policy

### **TOWN PLANNER**

Salary: R 317 336.24 per annum (Post level 1) Permanent post plus

#### **BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Car Allowance  
Annual leave

### **REQUIREMENTS OF THE POST**

B degree/Equivalent qualification in Town and Regional Planning  
Registration as a professional planner in accordance with the Planning Professions Act 32 of 2002  
Code EB Driving licence  
Relevant Developmental Planning experience of 3-4 years

### **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, analyzing 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 and 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

### **COMMUNICATIONS MANAGER**

Salary: R266 968.25 per annum (Post Level 3) Permanent Post plus:

#### **BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Car allowance and  
Annual leave

**REQUIREMENTS:**

B Degree/National diploma in Journalism, Communications/Marketing or equivalent qualifications plus 3 years experience in a related field.  
Experience in Local Government Communication, Marketing and Public Relations  
Knowledge of Municipal Administration.  
Good presentation and marketing skills  
Proven management skills.  
Excellent communication skills both written and verbal  
Advanced Computer literacy  
Valid driver's licence.

**KEY PERFORMANCE AREAS:**

Manage the internal and external flow of information.  
Provide information services  
Manage media liaison activities  
Responsible for corporate marketing of Municipality  
Expanding brand image of the Municipality  
Facilitate production of publications.  
Manage the database of the Municipality  
Update legislation that is applicable to the municipality  
Identify related information and update management profiles  
Co-ordinate, facilitate and organise municipal events and questionnaires received from Government Departments and Municipal Stakeholders  
Daily liaison with Departments to update the database of Government Communicators  
Collating information for the compilation and distribution of reports  
Provide logistical support to the activities of the Directors  
Liaise with labour forums with the municipality

**TECHNICAL SERVICES ADMINISTRATION MANAGER**

Salary: R 266 968.25 per annum (Post level 3) Permanent post plus

**BENEFITS OF THE POSITION:**

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Car Allowance  
Annual leave

**REQUIREMENTS:**

B. Degree in Administration or relevant NQF level 6 qualification  
Five year experience in Administration and Management environment.  
Five year work experience in Financial Management.  
Sound knowledge in Organisational Development and Performance Management.  
Knowledge in Occupational Health and Safety Act.  
Good analytical and problem solving skills.  
Good Report Writing/Compiling skills  
Good Communication skills

Computer Literate (Microsoft Word, Excel and Powerpoint)  
Resourcefulness and be an innovative team leader  
Sound personality

**KEY FUNCTIONS:**

Provide support and advice to Head of Department on Administration matters within the Department.  
Responsible in coordinating and communicate work, supervise and extract output from various divisions in the Technical Department.  
Help in designing the budget for Technical Services Department and also implement the tasks within the costs limit.  
Generate Quarterly, Mid-year and Annual Performance of the Department.  
Monitoring and evaluation of Key Performance Indicators (KPIs).  
Manage and monitor administration Support Services.  
Help in investigating injuries and incidents at work place.  
Handling of Human Resource related matters within the Department.

**INFORMATION COMMUNICATION TECHNOLOGY MANAGER**

Salary: R266 968.25 per annum (Post Level 3) Permanent Post plus:

**Benefits of the position:**

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave.  
Car allowance

**REQUIREMENTS**

Degree/ Diploma/Equivalent qualification in Information Technology  
5 years experience in Information Communication Technology  
A Niche for Technological Filling and Record Keeping  
Knowledge in Project Management  
Knowledge in System Development and programming  
Computer Networking experience  
Communication Skills  
A Valid driving license

**KEY PERFORMANSE AREAS**

Handle Data Centre Operations.  
Have in depth technical understanding and hands on experience on Microsoft Domains, Storage Area Network, Virtualization, Backup Restore, LAN/WAN technologies along with exposure to Unix and database environments.  
Ensure maximum availability of application systems.  
Manage the acquisition, installation and maintenance of IT Infrastructure including servers, desktops, laptops, IT security and software according to set standards.  
Analyzing, streamlining and automating of business process.  
Responsible for IT Hardware, software and maintenance procurement specifications  
Management and tracking of projects.  
Ensure the integrity of back-office and client-facing systems in the crises response management office.  
Ensure adequate support is provided as well as assisting in the design and implementation of systems, servers, security and IT best practices policies.

Manage the development, support, security and infrastructure maintenance.  
Produce relevant management information, drafting recommendations and options, highlighting risk areas and providing supporting documentation on monthly basis and as required.  
Initiate and implement improvements in all areas of IT responsibility.  
Serve as a main point of contact on all IT-related matters.  
Respond/act on upper-management direction.  
Identify and provide standards for gathering information for use in trend analysis and makes recommendations.  
Interact with staff on all levels to help resolve IT-related issues and provides answers in a timely manner.

### **LABOUR RELATIONS OFFICER**

Salary: R266 968.25 per annum (Post level 3) Permanent post plus

#### **Benefits of the position:**

Pension / Provident fund,  
Group fund,  
Medical aid,  
*13<sup>th</sup> cheque,*  
*Annual leave.*  
Car allowance

### **REQUIREMENTS**

LLB or Degree in HR with Labour Relations or equivalent qualification  
Relevant experience of working with local government collective agreements and disciplinary matters  
Ability to administer litigation matters and liaison with service providers on matters in the courts of law  
Registration with a relevant professional body is a prerequisite and a 2-3 years' work experience

### **KEY PERFORMANCE AREAS:**

Co-ordinates and controls procedures and research sequences associated with Disciplinary and Grievance cases and enquiries,  
Interpreting the nature of the case through studying of literature / transcripts from enquiries,  
Engaging the services of the Legal Practitioner and briefing / outlining investigational findings,  
Procedural and substantive issues and mitigating factors to support a favourable outcome,  
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

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

Corporate Services Department  
Mantsopa Local Municipality,  
P O Box 64,  
Ladybrand,  
9745

or hand deliver to:  
Office of the Director Corporate Services  
38 Joubert Street, Ladybrand, 9745.

Fax and E-mail applications will not be considered. For enquiries please contact Ms P Moloi  
Telephone: (051) 924 0654 / 5

Fraudulent qualifications, documentation or driver's license from applicants will render the applicant immediately disqualified. A candidate/applicant who canvasses any Councillor/official of the Municipality for preference will also be disqualified from the selection process or from appointment. The Municipality reserves the right to appoint or not to appoint.

**The following people are encouraged to apply: Previously Disadvantaged Individuals, Children from indigent families as well as child headed households**

**CLOSING DATE: 02 December 2016**

Approved / Not Approved

**SM SELEPE  
MUNICIPAL MANAGER**