

MANTSOPA LOCAL MUNICIPALITY



EXTERNAL / INTERNAL LOCAL MEDIA/NOTICE BOARD VACANCIES

MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLE 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 AND THOSE PEOPLE WITH DISABILITY ARE ENCOURAGED TO APPLY.

MAYOR'S OFFICE

Communications Manager

(Contract Position is attached to the term of office of the Mayor)

Salary: R286 617,11 pa (Post Level 3) Contract post plus

Benefits of the position

Pension / Provident Fund
Group Fund
Medical Aid
13th Cheque
Annual Leave

Requirements of the Job:

- B-Degree in Media Studies/ Public Communication/ Public Relations and marketing;
- Valid Driver's licence
- Computer literacy (MS Word, Excel, PowerPoint)
- At least three years relevant experience
- Broad knowledge of all media
- Excellent public relations skills

T.P.

- Excellent written and verbal communication skills in at least two of three Free State official languages
- Ability to function in a community environment
- Ability to function effectively under pressure and be deadline orientated
- Ability to deal with National and Provincial government departments, other municipalities
- Ability to function independently, as well as within a team

Key Performance Areas

- Compile and distribute Press Releases
- Respond to media queries on a day-to-day basis
- Conceptualize, maintain and create updated content of all communication platforms, including Newsletters, Publications, Websites and Social Media
- Drafting of official speeches and documents, including research, fact checking and editing
- Help raise the Municipality's profile by running external and in-house media events
- Develop suitable way of communicating complex information to all Municipal Stakeholders
- Communicate the Municipal's vision by developing and implementing short and long-term media strategies for specific projects and initiatives
- Liaise with key departments to develop proactive communication plans to support their business objectives, projects and programmes
- Evaluate Media coverage and prepare reports for operational purposes, Committee meetings and Council
- Promote and attend municipal corporate / community events during and after business hours
- Proof reading and editing of public documents and publications
- Undertake Media training for Council, Directors and managers
- Perform other reasonable administrative duties as requested by the Mayor, Speaker and the Municipal Manager

DEPARTMENT OF TECHNICAL

Engineering Technician: Roads and Stormwater

Salary: R286 617,11 pa (Post level 3)

Benefits of the position

Pension / Provident Fund

Group Fund

Medical Aid

13th Cheque

Car allowance (650 km)

Annual Leave

Requirements:

T.P.

- National Diploma in Civil engineering
- 3 Years' experience related to street and stormwater, infrastructure maintenance and construction
- Extensive experience in survey and setting out of works
- Project management experience related to all construction projects
- Must have knowledge of municipal systems, regulations and practices
- Valid Code B driver's license
- Very good human relations and leadership qualities
- Good health and sober habits
- Computer literacy (MS Word, MS Excel, PowerPoint, Outlook etc)
- Proficient in two (2) of the three (3) official languages of the Free State

Key Performance Area

- Assist with the control, operation, maintenance, monitoring and administration of construction projects including EPWP based projects
- Assist with the planning actions with regards roads and stormwater management systems
- Civil engineering surveying and setting out
- Control, monitor, supervision, planning and reporting on road signs/markings and any other road furniture maintenance activities
- Monitoring health and safety within working environment
- Resource management

DEPARTMENT OF COMMUNITY

Manager Human Settlements and Housing Management

Salary: R340 692,19 pa (Post level 1)

Benefits of the position

Pension / Provident Fund

Group Fund

Medical Aid

13th Cheque

Car Allowance (850 km)

Annual Leave

Requirements:

- B-Degree in Housing Construction Management / Behavioural Science/ Public Administration
- Valid Code B driver's license
- Computer literacy
- 5 years relevant experience of which 3 year's applicable experience in a housing environment in a management position;
- Excellent experience in the management of informal settlements
- Experience in the maintenance and management of rental units

T.P.

Key Performance Area:

- Manage staff component and perform administrative duties;
- Direct and control outcomes associated with utilization, productivity and performance of personnel within the Housing Division;
- Ensure proper management of departmental activities in accordance with the council's strategic objectives to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery;
- Render a service to the public in respect of housing matters;
- Applying sound managing practices in order to stay within the budget;
- Managing of housing administration and maintenance;
- Submit monthly reports to the council via the Head of Department providing information, statistics, analysis and recommendations regarding housing and squatting affairs;
- Undertake inspections of housing offices and housing areas.

SPEAKERS' OFFICE

Public Participation Officer

Salary: R246 990,25 pa (Post level 4/1)

Benefits of the position

Pension / Provident Fund

Group Fund

Medical Aid

13th Cheque

Annual leave

Requirements:

- National Diploma in Public Management
- Computer literacy
- Valid Code B Drivers' license
- Excellent verbal and written communication skills
- Ability to communicate in two of the three languages in the Free State
- Must be prepared to work with the community

Key Performance Area:

- Participating in the Integrated Development Planning process in order to understand the municipality's service delivery objectives;
- Participate in the drawing of a Public Participation Strategy and implementation plan encapsulating specific risk factors and forwarding to the manager for perusal and comment;
- Discussing and prioritizing programmed Public Participation initiatives, verifying resources allocations and execution procedures;
- Arranging the Ward Committee meetings, attending and taking minutes;

T.P.

- Attending OSS programme;
- Organising community meetings together with Councillors and attend
- Arranging CBP training with ward committees;
- Receiving reports from ward committees;
- Compiling the report to COGTA;
- Checking and commenting on the adequacy of budgetary provisions to support Public Participation programmes and / or, monitoring expenditure and payment to service providers

Candidates must be willing to be subjected to an interview, practical and / or written assessment. They must also be aware that previous employers and references may be contacted and qualifications, credit and criminal records be verified.

Applications to be forwarded as follows: Written application with CVs and covering letter (including three contactable references) and certified copies of the educational qualifications should be addressed to or hand delivered to

**Municipal Manager
Mantsopa Local Municipality
P.O. Box 64
LADYBRAND
9745**

Please note that no faxes or e-mails will be accepted.

Enquires can be directed to the HR Manager Ms L Ntsepe on telephone: (051) 924 0654 / 5

FRAUDULENT QUALIFICATION, DOCUMENTATION FROM APPLICANTS WILL IMMEDIATELY BE DISQUALIFIED. A CANDIDATE / APPLICANT WHO CANVASSES ANY COUNCILOR FOR PREFERENCE WILL ALSO BE DISQUALIFIED FROM SELECTION PROCESS OR FROM APPOINTMENT.

Closing date: 21⁹ June 2018



**TP MASEJANE
MUNICIPAL MANAGER**