

## 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**

### **POLITICAL OFFICES VACANCIES**

#### **PERSONAL ASSISTANT – OFFICE OF THE MAYOR**

Salary: R198 468.45 per annum (Post Level 4/4) Permanent Post plus:

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

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

#### **REQUIREMENTS:**

Grade 12  
A valid Code B driver's licence  
Computer literate (MS Word / Excel / Outlook and PowerPoint)  
Fluent in two of the official languages of the Free State  
Good human relations, communication skills and diplomacy  
Ability to function under severe stress and work pressure  
High level of integrity (exposed to sensitive and confidential matters and information)  
Accuracy and speed with computer processing and typing which is essential to perform secretarial support services for top management level  
2 years relevant experience.

#### **DUTIES:**

Render a personal support service to the Mayor to enable the Mayor to meet his/her executive obligations  
Administer incoming and outgoing correspondence to ensure proper conveying of information  
Perform office administrative duties as instructed in order to be supportive to the Office of the Mayor  
Assist/Compile and control the annual budget in the office of the Mayor to comply to budgetary procedures  
Coordinate personnel within the Office of the Mayor to promote productivity, efficiency and to achieve the goals of the office of the Mayor  
Report on a regular basis to attend to issues of concern or solutions for problems encountered whilst performing the laid down duties of the post  
Perform any other related duties as instructed

#### **PERSONAL ASSISTANT – OFFICE OF THE SPEAKER**

Salary: R 165 265.11 per annum (Post level 5/4) Permanent post plus

**BENEFITS OF THE POSITION:**

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

**REQUIREMENTS:**

Grade 12  
A valid Code B driver's licence  
Computer literate (MS Word / Excel / Outlook and PowerPoint)  
Fluent in two of the official languages of the Free State  
Good human relations, communication skills and diplomacy  
Ability to function under severe stress and work pressure  
High level of integrity (exposed to sensitive and confidential matters and information)  
Accuracy and speed with computer processing and typing which is essential to perform secretarial support services for top management level  
2 years relevant experience.

**DUTIES**

Render a personal support service to the Speaker to enable the Speaker to meet his/her executive obligations  
Administer incoming and outgoing correspondence to ensure proper conveying of information  
Perform office administrative duties as instructed in order to be supportive to the Office of the Speaker  
Assist/Compile and control the annual budget in the office of the Speaker to comply to budgetary procedures  
Coordinate personnel within the Office of the Speaker to promote productivity, efficiency and to achieve the goals of the office of the Speaker  
Report on a regular basis to attend to issues of concern or solutions for problems encountered whilst performing the laid down duties of the post  
Perform any other related duties as instructed

**SECRETARY – OFFICE OF THE MAYOR**

Salary: R 165 265.11 per annum (Post level 5/4) Permanent post plus

**BENEFITS OF THE POSITION:**

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

**REQUIREMENTS**

Grade 12  
A valid Code B driver's licence  
Computer literate (MS Word / Excel / Outlook and PowerPoint)  
Fluent in two of the official languages of the Free State  
Good human relations, communication skills and diplomacy  
Ability to function under severe stress and work pressure

High level of integrity (exposed to sensitive and confidential matters and information)  
Accuracy and speed with computer processing and typing which is essential to perform secretarial support services for top management level  
2 years relevant experience.

### **DUTIES**

Provide secretarial services to the Executive Mayor to ensure proper office management and to promote professionalism  
Managing the day to day activities of the Executive Mayor to ensure effective planning of his/her day  
Provide a personnel assistance services to the Executive Mayor to ensure proper functioning of the office  
Ensure the effective organising of meetings/events and related activities thereof to promote professionalism and efficiency  
Observes and supervises utilisation, application and maintenance of equipment and material to ensure the safekeeping and the good condition thereof  
Perform any other related duties as instructed

### **SECRETARY – OFFICE OF THE SPEAKER**

Salary: R 165 265.11 per annum (Post level 5/4) Permanent post plus

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

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

### **REQUIREMENTS:**

Grade 12  
A valid Code B driver's licence  
Computer literate (MS Word / Excel / Outlook and PowerPoint)  
Fluent in two of the official languages of the Free State  
Good human relations, communication skills and diplomacy  
Ability to function under severe stress and work pressure  
High level of integrity (exposed to sensitive and confidential matters and information)  
Accuracy and speed with computer processing and typing which is essential to perform secretarial support services for top management level  
2 years relevant experience.

### **DUTIES**

Provide secretarial services to the Speaker to ensure proper office management and to promote professionalism  
Managing the day to day activities of the Speaker to ensure effective planning of his/her day  
Provide a personnel assistance services to the Speaker to ensure proper functioning of the office  
Ensure the effective organising of meetings/events and related activities thereof to promote professionalism and efficiency  
Observes and supervises utilisation, application and maintenance of equipment and material to ensure the safekeeping and the good condition thereof  
Perform any other related duties as instructed

## **DRIVER – OFFICE OF THE MAYOR**

Salary: R198 468.45 per annum (Post Level 4/4) Permanent Post plus:

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

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

### **REQUIREMENTS:**

Grade 12  
Code EB driving license.  
Computer literate (MS Word / Excel / Outlook and PowerPoint)  
Good human relations, communication skills and diplomacy  
High level of integrity (exposed to sensitive and confidential matters and information)  
2 years relevant experience.  
Advanced driving an advantage

### **DUTIES**

Performs activities/ tasks associated with specific travel requirements for the Mayor to ensure risk issues are assessed and precautionary measures understood enabling the Mayor to undertake specific obligations and appointments  
Transports the Mayor to / from scheduled official/public events and functions to ensure laid down procedures and instructions are complied during the travel and emergencies/ threats recognized and appropriate action taken to avoid life threatening situations  
Maintain official vehicle(s) according to maintenance schedules and Council's Vehicle Maintenance Policy  
Keep a daily log sheet of kilometres to ensure proper vehicle utilization and transport management  
Perform any other related duties as instructed

## **DRIVER – OFFICE OF THE SPEAKER**

Salary: R146 543.38 per annum (Post Level 6/4) Permanent Post plus:

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

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

### **REQUIREMENTS:**

Grade 12  
Code EB driving license.  
Computer literate (MS Word / Excel / Outlook and PowerPoint)  
Good human relations, communication skills and diplomacy  
High level of integrity (exposed to sensitive and confidential matters and information)  
2 years relevant experience.  
Advanced driving an advantage

### **DUTIES**

Performs activities/ tasks associated with specific travel requirements for the Speaker to ensure risk issues are assessed and precautionary measures understood enabling the Mayor to undertake specific obligations and appointments

Transports the Speaker to / from scheduled official/public events and functions to ensure laid down procedures and instructions are complied during the travel and emergencies/ threats recognized and appropriate action taken to avoid life threatening situations

Maintain official vehicle(s) according to maintenance schedules and Council's Vehicle Maintenance Policy

Keep a daily log sheet of kilometres to ensure proper vehicle utilization and transport management

Perform any other related duties as instructed

### **YOUTH DEVELOPMENT OFFICER**

Salary: R 165 265.11 per annum (Post level 5/4) Permanent post plus

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

Pension / Provident fund,

Medical aid,

13<sup>th</sup> cheque,

Annual leave.

#### **REQUIREMENTS:**

Grade 12

A valid Code B driver's licence

Computer literate (MS Word / Excel / Outlook and PowerPoint)

Fluent in two of the official languages of the Free State

Good human relations, communication skills and diplomacy

Ability to function under severe stress and work pressure

High level of integrity (exposed to sensitive and confidential matters and information)

2 years relevant experience.

#### **DUTIES**

Develop, implement and maintain strategies, policies and programmes to promote sustainable youth development structures

Liaise with all stakeholders (Intergovernmental Relations, Communications/Media Relations, Public Participation Offices and National Youth structures to promote /support national/provincial/local youth development initiatives

Facilitate the arrangements with regard to social events

Deal with general matters to ensure promotion of youth development initiatives

Perform any other related duties as instructed

### **GENDER FOCAL OFFICER**

Salary: R 165 265.11 per annum (Post level 5/4) Permanent post plus

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

Pension / Provident fund,

Medical aid,

13<sup>th</sup> cheque,

Annual leave.

#### **REQUIREMENTS:**

Grade 12  
A valid Code B driver's licence  
Computer literate (MS Word / Excel / Outlook and PowerPoint)  
Fluent in two of the official languages of the Free State  
Good human relations, communication skills and diplomacy  
Ability to function under severe stress and work pressure  
High level of integrity (exposed to sensitive and confidential matters and information)  
2 years relevant experience.

### **DUTIES**

Develop, implement and maintain strategies, policies and programmes to promote sustainable focus on gender. Children and the aged  
Advance a local government policy on women's empowerment and gender  
Ensure that gender issues are routinely considered in planning sessions including IDP.  
Ensure that gender issues are included in the Municipal performance management systems  
Lead the process of developing sector specific analysis and indicators in the Municipality  
Develop and facilitate the implementation of the Municipal Children Action plan  
Liaise with all stakeholders (Intergovernmental Relations, Communications/Media Relations, Public Participation Offices and Sector Departments)

### **HIV/AIDS CORDINATOR**

Salary: R 165 265.11 per annum (Post level 5/4) Permanent post plus

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

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

### **REQUIREMENTS:**

A Nursing qualification  
A valid Code B driver's licence  
Computer literate (MS Word / Excel / Outlook and PowerPoint)  
Fluent in two of the official languages of the Free State  
Good human relations, communication skills and diplomacy  
Ability to function under severe stress and work pressure  
High level of integrity (exposed to sensitive and confidential matters and information)  
2 years relevant experience

Responsible for compiling, analyzing and disseminating information related to HIV, AIDS and development in the municipal arena of jurisdiction;  
Responsible for consolidating HIV and AIDS –specific project proposals and programmes as part of the IDP process  
Undertakes the day-to-day management of the municipality-led HIV and AIDS-specific activities and engagement with non-municipal HIV and AIDS role-players  
Engage with line-function heads and portfolio councillors to ensure that line-function contributions to the municipal response to HIV and AIDS are responsive to local needs  
Ensure that HIV and AIDS monitoring and evaluation activities within the municipality are being implemented  
Reports to: the Executive Mayor/Committee on the requirements for political support to the HIV and AIDS and development agenda; and to the municipal management on the performance municipal-led HIV programming activities and engagement with non-municipal HIV and AIDS role-players

Interface/liaise with the IDP manager on the technical soundness of the strategic and operational aspects of the HIV programming interventions in the IDP

**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**