



# **MASILONYANA**

**MUNICIPALITY**

**MASEPALA**

**MUNISIPALITEIT**

**Masilonyana Local Municipality is an equal opportunity employer committed to the promotion of equity and equality. The Municipality hereby invites applications from suitably qualified candidates. People with disability are encouraged to apply for the following position.**

## **POLITICAL OFFICE: OFFICE OF THE MAYOR**

### **1. EXECUTIVE SECRETARY TO THE MAYOR**

#### **Qualifications, Knowledge and Skills Requirements**

- Grade 12 plus Secretarial Diploma/certificate or equivalent; Secretarial/Administrative experience;
- Computer literacy;
- Typing skills;
- Good communication skills;
- Good organizing skills.

#### **Key Responsibilities**

- Fulfill the administrative, secretarial and reception function in the Office of the Mayor;
- Referring and responding to enquiries regarding meetings, addresses, information, complaints, requests for appointment in liaison with the Manager in the office of the Mayor;
- Performing secretarial duties at the meetings of the Mayor;
- Make logistical arrangement for meetings, functions, conferences, or any event in the Office of the Mayor in liaison with the Manager in the office of the Mayor;
- Maintain and update relevant policy and procedural records e.g By Laws, Municipal Manuals, Code of Good Practice etc;
- Principal point of linkage between the Mayor, Members of the Executive Committee and the Municipal Manager on matters related to the Mayor's programme/diary

**SALARY: R 145 300,83 p.a**

## **2. MANAGER IN THE OFFICE OF THE MAYOR**

### **Qualifications, Knowledge and Skills Requirements**

- Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience, he/she should have at least B. Admin or equivalent social, administrative and managerial qualifications;
- Proven understanding of socio-political environment;
- Understanding of local government legislation;
- Understanding of CBO's, NGO's and Organisations in general;
- Proven ability to formulate policy, manage service delivery and run a political office.

### **Skills:**

- Proficiency in the interpretation of Local Government legislation;
- Good planning, budgeting, communications and interpretational skill;
- Computer literacy ;
- Code B Drivers License is essential.

### **Key Responsibilities**

- Provide strategic leadership on the legislation and delegations to the Mayor;
- Coordinate Political and Administrative activities in the Office of the Mayor;
- Be well vested with the Policy framework within which the Mayor has to execute the Constitutional Mandate of Council;
- Promote intergovernmental relations ;
- Support the Political programme of the Mayor especially the interface with communities;
- To provide a quality service of channeling information between the Mayor and all stakeholders;
- Draw up plans and prepare reports for internal and external activities of the Mayor;
- Prepare, manage and monitor the capital and operational budget in the Office of the Mayor;
- To fulfill a supportive role to the Mayor;
- To ensure that the daily routine of the Office of the Mayor functions effortlessly;
- Manage and direct staff in the Office of the Mayor.

**SALARY: R364 540,64 p.a**

### **3. CO-ORDINATOR RESPONSIBLE FOR WOMEN, CHILDREN AND DISABLED PEOPLE (X2)**

#### **Minimum Requirements**

- Matric plus Degree in Social Science
- 3 years Experience
- Computer literacy;
- Knowledge of women, children and disability issues;
- Ability to communicate at all government levels and relevant experience gained in formal employment or advocacy/community organizations will be added advantage. Driver's license is essential.

#### **Key Responsibilities**

- Development and manage the policies related to the post;
- Represent the municipality in relevant forums;
- Co-ordinate Local programmes and organizations in areas mentioned above. (Note: this is just a summary of key responsibilities- there is a detailed job description).

**SALARY: R 299 150,86 p.a**

### **4. PUBLIC LIAISON COORDINATOR**

#### **Minimum Requirements**

- Matric plus Diplomas in Public Administration
- Code EB Driving License
- 2-3 years experience in social development

#### **Key Responsibilities**

- Receiving and recording of service delivery complaints;
- Liaison with Unit Managers and Heads of departments on service delivery matters;
- Responding in writing and telephonically to Community on issues raised;
- Compiling of monthly reports on behalf of the Mayor on how service delivery issues were resolved;

**SALARY: R 299 150,86 p.a**

## **5. YOUTH DEVELOPMENT COORDINATOR**

### **Minimum Requirements:**

- Grade 12 plus Diploma in Public Management;
- plus two (2) years experience youth development and excellent leadership abilities;
- Excellent communication skills and great interpersonal skills;
- Demonstrable understanding of youth development programmes.

### **Key Competences:**

- Valid drivers license will serve as an advantage;
- Computer literacy;
- Good communication skills;
- Knowledge of local languages;
- Interpersonal relations;
- Organizing skills;
- Report writing skills;
- Must be able to work diligently and independently;
- Willingness to work irregular hours.

### **Key Responsibilities:**

- Developing principles and guidelines and make recommendations to the Municipality regarding such principles and guidelines, for the implementation of an integrated local/district youth development policy;
- Coordinating, directing and monitoring the implementation of the principles as a matter of priority;
- Promoting a uniformity of approach by all municipal departments, including the mayoral committee, the portfolio or standing committees of the Council and the full council seating to matters relating to or involving the youth;
- Maintain close liaison with institutions of youth development, government departments, bodies or authorities which have been established to foster common policies and practices and to promote co-operation;
- Coordinating the activities of the various provincial government institutions involve in youth matters and to link those activities to an integrated local/district youth development policy;
- To develop appropriate strategy that will enable the municipality to meet its policy commitments and legal obligations to the youth;
- To develop appropriate strategy that will enable the municipality to meet its policy commitments and legal obligations to the youth;
- To conduct or commission meaningful, period research into youth development and its impact in the municipality;
- To coordinate annual youth summit as may be dictated by the policy of the municipality;
- To manage projects for, and report on, various interventions aimed at youth development;

- To develop mechanisms such as scorecards or indicators for monitoring and
- evaluation of the municipality's performance on youth development;
- Initiate programmes and projects for municipality and ensure their inclusion in the IDP of the municipality including its regular updates and amendments;
- To provide a platform for advocacy, public information and planning for the youth structures in the municipality;
- To provide a stakeholder liaison and representation function on youth matters on behalf of the management at local, regional and national levels;
- Compliance to relevant legislation;
- To perform any other duties given by supervisor.

**SALARY: R 299 150,86 p.a**

## **6. YOUTH DEVELOPMENT OFFICER X2**

### **Minimum Requirements:**

- Grade 12, plus Diploma in Public Management;
- Two (2) years experience in youth activities;
- Demonstrable and understanding of youth development programmes.

### **Key Competences:**

- Computer literacy;
- Good communication skills;
- Knowledge of local languages;
- Interpersonal relations;
- Organizing skills;
- Report writing skills;
- Must be able to work diligently and independently;
- Willingness to work irregular hours.

### **Key Responsibilities:**

- Assisting the Youth Development Coordinator developing principles and guidelines and make recommendations to the Municipality regarding such principles and guidelines, for the implementation of an integrated local/district youth development policy;
- Maintain close liaison with institutions of youth development, government departments, bodies or authorities which have been established to foster common policies and practices and to promote co-operation;
- Assisting the Coordinator with the activities of the various provincial government institutions involve in youth matters and to link those activities to an integrated local/district youth development policy;

- Assist to develop appropriate strategy that will enable the municipality to meet its policy commitments and legal obligations to the youth;
- Assist to conduct or commission meaningful, period research into youth development and its impact in the municipality;
- Assist to coordinate annual youth summit as may be dictated by the policy of the municipality;
- To provide a stakeholder liaison and representation function on youth matters on behalf of the management at local, regional and national levels;
- Compliance to relevant legislation;
- To perform any other duties given by supervisor.

**SALARY: R228 072.86 p.a**

## **7. CHAPLAIN**

### **Minimum Requirements:**

- Grade 12 , Diploma in Theology plus two (2) years' experience in chaplaincy service;
- Code EB Drivers License
- Demonstrable and understanding of chaplaincy programmes.

### **Key Competences:**

- Computer literacy;
- Good communication skills;
- Knowledge of local languages;
- Interpersonal relations;
- Organizing skills;
- Report writing skills;
- Must be able to work diligently and independently;
- Willingness to work irregular hours.

### **Key Responsibilities:**

- The Chaplain will be responsible for an effective Chaplaincy service in the Masilonyana Municipality.
- The Chaplain will visit all Towns in Municipality at least once a month.
- The Chaplain will compile statistics from all Towns for victims of trauma, debriefing after traumatic events.
- The Chaplain will be expected to represent the Municipality at all Forum Dealing with Chaplaincy service at local, Provincial and National.
- Assist to conduct service at memorial service of Municipality employees & Councillors.
- The Chaplain will be expected to write report of all activities he/she

- performed monthly.
- To perform any other duties given by supervisor.

**SALARY: R299 150,86 p.a**

## **8. DATA CAPTURE**

### **Minimum Requirements:**

- Grade 12, Office Management Certificate
- Computer Literacy
- 1-2 years' in Typing experience

### **Key Competences:**

- Computer literacy;
- Good communication skills;
- Knowledge of local languages;
- Interpersonal relations;
- Organizing skills;
- Report writing skills;
- Must be able to work diligently and independently;
- Willingness to work irregular hours.

### **Key Responsibilities**

- Responsible for effective and efficient secretarial support to Mayor Community meetings.
- Drafting schedules of mayor community meetings schedule and submit to immediate supervisor for validation.
- Compile reports on community meetings and submit to immediate supervisor.
- Be in attendance when community meeting sits.
- Develop attendance register for each meetings.
- File and keep signed attendance registers.
- Distribute attendance register for signature during meetings by community.
- To perform any other duties given by supervisor

**SALARY: R 121 374.19 p.a**

**Please send your Application letter, CV together with certified copies of your qualifications to:**

The Municipal Manager  
Masilonyana Local Municipality  
P O Box 8

**THEUNISSEN**

9410

**Closing Date: 28 September 2018**

Enquiries may be directed to **Mr MG Tjolo** Human Resources Manager at telephone number (057) 733 0106 during office hours.

Certified copies of highest educational qualifications must accompany applications.

**NB: Please note that all these vacant posts are politically linked to the term of office of the Mayor**

Please note that if you do not receive any correspondence from this organization, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**P.S TSEKEDI  
MUNICIPAL MANAGER**