

INTERNAL/EXTERNAL ADVERT

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 and People with disability are encouraged to apply for the following position.

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: R170 171,57 p.a

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

2. PUBLIC LIAISON COORDINATOR

Minimum Requirements

- Matric plus Diplomas in Public Administration;
- Excellent communication skills and great interpersonal skills;
- 2-3 years' experience in local government;

Key Competences:

- Valid driver's license;
- Computer literacy;
- Good communication skills;
- Interpersonal relations;
- Organizing skills;
- Report writing skills;
- Must be able to work diligently and independently;
- Willingness to work irregular hours.

Key Responsibilities

- Receiving and recording of service delivery complaints;
- Liaison with Unit Managers and Heads of departments on service delivery matters;
- Ability to communicate at all government levels and relevant 2-3 experience in Public Liaison;
- 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: R350 355,67 p.a

3. CO-ORDINATOR RESPONSIBLE FOR WOMEN, CHILDREN AND DISABLED PEOPLE (X1)

Requirements

- Matric plus Degree in Social Science or equivalent
- 3 years' experience in the field of Social Science
- 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.

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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: R350 355,67 p.a

4. 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:

- 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.

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Salary: R267 111,45 p.a

5. DRIVER TO THE MAYOR

Minimum Requirements

- Grade 12, Code 8 driver's licence, security training and physical fitness.
- Preference will be given to candidates with Advanced Driving Skills.

Key Responsibilities

- Perform driver's/messenger's duties, when required.
- drive the Mayor to and from official engagements,
- Communicate with security officials about the safety aspects of the duties and generally ensure safety of the Mayor's trips.
- Perform messenger and other duties for the office of the Mayor as instructed from time to time. (Note: This is just a summary of key duties - there is a detailed job description.)

Salary: R267 111,45 pa

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

OFFICE OF THE SPEAKER

1. EXECUTIVE SECRETARY TO THE SPEAKER

Requirements

- Grade 12, 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 Speaker;
- Referring and responding to enquiries regarding meetings, addresses, information, complaints, requests for appointment in liaison with the Manager in the office of the Speaker;
- Performing secretarial duties at the meetings of the Speaker;
- Make logistical arrangement for meetings, functions, conferences, or any event in the Office of the Speaker in liaison with the Manager in the office of the Speaker;

Salary: R170 171,57 pa

2. MANAGER IN THE OFFICE OF THE SPEAKER

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.

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

Salary: R426 938,03 pa

3. DRIVER TO THE SPEAKER

Minimum Requirements

- Grade 12, Code 8 driver's licence, security training and physical fitness.
- Preference will be given to candidates with Advanced Driving Skills.

Key Responsibilities

- Perform driver's/messenger's duties, when required.
- drive Speaker to and from official engagements,
- communicate with security officials about the safety aspects of the duties and generally ensure safety of the speaker's trips.
- Perform messenger and other duties for the office of the Speaker as instructed from time to time. (Note: This is just a summary of key duties - there is a detailed job description.)

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Salary: R267 111,45 pa

4. PUBLIC PARTICIPATION COORDINATOR

Requirements

- Grade 12, Diploma in Public Administration or equivalent
- Knowledge and understanding of Government Service Delivery Programmes and transformation process initiated post 1994 in the Local Government Sphere
- Good Communication Skills, both written and verbal
- Leadership and Presentation Skills
- Background on Community development work

Key Responsibilities

- Develop community participation programs for the political and administrative wings;
- Co-ordinate and facilitate work for IDP, PMS and Budget consultations;
- Co-ordinate and facilitate consultation programs on Policies and By-Laws development;
- Co-ordinate and facilitate inputs and feedback to communities;
- Co-ordination and facilitation Inter-governmental and Inter-municipal link on Public Participation Processes; and
- Reporting control to the office Manager.

Salary: R350 355,67 pa

5. MESSENGER/WARD COMMITTEE DRIVER

Minimum Requirements

- Grade 10;
- Code EB driver's licence;
- Must speak, read and write in at least English;
- Must be able to work abnormal hours if and when request.

Key Responsibilities

- Receiving instruction from your immediate Supervisor;
- Receiving and delivering of agendas and minutes of Council,, Executive Committee and all sub committees of Council and the Executive Committee;
- When agendas and minutes are distributed an acknowledgement of receipt must be signed by the person who received the agenda or minutes;
- Loud haling of meetings to the community at large and other
- Transporting of ward committees or stakeholders of Council;

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- Perform messenger and other duties for the office of the Speaker as instructed from time to time;
- Complete the official log book allocated to the specific vehicle allocated to him/her at a specific point in time;
- Report all incidents, accidents and other happenings to the transport manager and immediate supervisor;
- Will ensure that he/she issued with a dually approved trip authorisation before starting with a trip;
- Will obey all municipal by-laws and policies related to driving of municipal vehicles.

Salary R222 344,48 p.a

6. ADMINISTRATION OFFICER

Requirements:

- Grade 12 plus Diploma in Public Administration Management;
- 2 years' experience in administrative;
- Computer literacy;
- Good communication skills;
- Good organizing skills.

Key Responsibilities

- Assist Public Participation Coordinator to develop community participation programs for the political and administrative wings;
- Ensure the work for IDP, PMS and Budget consultations are ;
- Ensure the consultation programs on Policies and By-Laws development;
- Performing secretarial duties at the meetings of the Public Participation;
- Assist Public Participation Coordinator to co-ordinate and facilitate inputs and feedback to communities;

Salary: R267 111,45 pa

7. ADMINISTRATIVE CLERK

Requirements:

- Grade 12 plus Office Management Certificate
- Extensive administrative experience gained in the government/municipal sector environment.
- Knowledge of administration.
- Systems, filing and committee administration. Knowledge of rules pertaining meetings.
- Computer literacy;
- Good communication skills;

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- Willingness to work irregular hours

Key Responsibilities

- In addition to supervision of filing and committee components in the Speaker's office, the incumbent will be expected to attend committee meetings that are related to the Speaker's office for minutes/report writing purposes.
- The entire Speaker's office admin system centre around him/her, therefore he/she must be able to perform under extreme work related pressure. (Note: This is just a summary of key duties - there is a detailed job description.)

Salary: R142 149,47 pa

Closing Date: 10 December 2021 @ 16h00.

Enquiries may be directed to **Ms K.E.E Molaoa** Human Resources Recruitment and Selection Division at telephone number 063 829 5861 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

The Municipal Manager, Masilonyana Local Municipality, PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in Theunissen, Brandfort, Winburg and Verkeerdevlei.

No e-mails, faxes or late submissions will be accepted.

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful.

DULY SIGNED
L. MOKOTELI
ACTING MUNICIPAL MANAGER

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