



# MASILONYANA LOCAL MUNICIPALITY

## INTERNAL ADVERT

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

### **UNIT MANAGER (WINBURG)**

The incumbent will be based in Winburg and will be responsible for the Unit.

#### **Requirements:**

- Grade 12
- B degree Public Administration or equivalent qualification
- Must be computer literate
- At least 1-3 years' experience in a middle management
- A valid driver's license

#### **Key Responsibilities:**

- Develop, implement monitor immediate short term and long-term plans regarding service delivery
- Provide strategic support to the manager, IDP, Coordinator PMS and Manager LED on matters relating to performance Management
- Direct and control outcomes associated with utilization, productivity and performance of employees within the unit
- Monitor and control the expenditure budget of the respective unit
- Oversee the process of capturing the monthly billing in respect that specific unit on the financial system and reconcile it before the final run to ensure the correctness of the information
- Ensures that all meter readings of all meters points within the units is read on monthly basis and within the time frames allowed for it to be read
- ensure that a register is kept in which all requests for special meter readings are captured
- The Unit Manager shall ensure that all notice that is send through to his/her unit is either placed on the notice boards or send out to the respective recipients
- The Unit Manager shall manage and monitor the operational dimensions and resources in a cost effective and efficient manner and evaluate it against the operational plans of the respective unit

**Salary: R472 041,24 p.a**

**Enquiries can be directed to the Manager HR, Ms K.E.E Molaoa at 071 3873750 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 CVs with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered to Municipal offices (**Theunissen, Brandfort, Winburg and Verkeerdevlei**).

Applications must be submitted in sealed envelopes clearly marked "Job application"

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

**Closing date: 23 July 2024**

**NB:** Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.



Mr M.J Matlole  
Municipal Manager