

# MASILONYANA LOCAL MUNICIPALITY



## INTERNAL/EXTERNAL ADVERTISEMENT

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:

## OFFICE OF THE MUNICIPAL MANAGER

### **PROGRAMME MANAGER**

The incumbent will be based in Theunissen and will be responsible for the rendering of Program leadership to the entire municipality. The incumbent will report directly to the office of the Municipal Manager.

#### **Requirements:**

- A relevant 3-year tertiary qualification preferably a B degree in Built Environment, Business Administration, or a related field.
- 3-5 years relevant Project Management experience required.
- Ability to work with wide range of individuals.
- Demonstrate elevated level of problem solving and people management capabilities.
- Computer literacy (MS Office); and
- Driver's license (Code EB.)

#### **Key responsibilities:**

- **Overseeing multiple projects for an organization**
- Set programme goals, tasks, and timelines, review progress, and make necessary adjustments.
- Ensure projects and programs are aligned with the strategic plan of the Municipality.
- Plan the overall program and monitor progress to ensure that milestones are being met across various projects and programs.
- Manage the risks and issues that might arise over the course of the program life cycle and take measures to correct them when they occur.  
Manage and use resources across the various projects and programs.
- Manage stakeholders who participate in the projects and programs.
- Make sure deliverables are aligned across the projects and programs.
- Identifying organizational needs and objectives
- Creating and maintaining a program budget
- Coordinating and supervising multiple, related projects and their interdependencies
- Collaborating with various department leads and project managers
- Providing strategic guidance and support to the project managers and the cross-functional team.
- Planning and designing programs and monitoring their progress and performance.
- Communicating with program stakeholders and reporting on project status
- Developing back-up/recovery plans in case of unplanned setbacks
- Monitoring and evaluating a program's success
- Delivering progress reports and presentations

**Salary: R 592 440,00 p.a**

**Enquiries can be directed to the HR Manager, Ms K.E.E Molaoa 0713873750 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 suitably qualified and experienced persons can submit their applications and detailed CVs with certified copies of their qualifications including **covering/application letter** stating the position they apply for - to the following address:

**The Municipal Manager 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.

**Closing date: 03 September 2024 at 16h00**

***NB: The shortlisted/recommended candidates will be subjected to security vetting, qualification verification, and reference check before finalisation of appointment.***

***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**