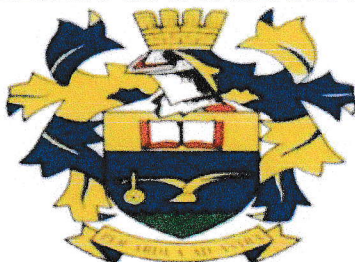


DIPALESENG LOCAL MUNICIPALITY



ADVERT

Department: Office of the Municipal Manager

Position: Manager: Office of the Municipal Manager

Basic Salary: R442 662.00 basic salary (**R728 725.00** Total cost to the employer which includes benefits i.e. travelling allowance, housing allowance, medical aid, 13th Cheque bonus and pension fund)

Post Level: 01

The incumbent will report directly to the Municipal Manager

Minimum Requirements: Grade 12. A relevant three-year tertiary qualification, preferably B Degree in Public Administration; • 05 years' experience on managerial position and 03 years' experience on technical skills preferable in the Local Government. Must be Computer literate and have good reporting and presentation skills. Valid Driver's Licence (Code 08). The successful incumbent will be subjected to vetting for criminal record clearance.

Core Competencies. Strategic planning and advisory. IDP and PMS management. Stakeholder relations. Reporting. Administrative functions. Good Governance. Ability to meet conflicting deadlines

Skills and Knowledge: Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving; Accountability and Ethical Conduct. Interpersonal Relationships; Communication; Service Delivery Orientation. Knowledge and understanding of local government operations. Knowledge and understanding of Corporate Governance Principles (King III report). Expert and solid knowledge of local government related legislation, regulations and policies.

Responsibilities: Prepare, manage and control the capital and operational budget of the Office of the Municipal Manager to ensure effective and efficient functioning of the office. Motivate the Office's budgetary needs for approval by Council and monitor expenditure against the budget. Provide good administration and governance. Identify the need for new by-laws / procedural requirements/policies by analyzing specific current operational standards, trends and requirements. Compile and recommend operational policies in respect of the Office functional activities. Draw up strategic business plans for funding and grants purposes. Oversee the development and implementation of strategic and operational policies in the Office of the Municipal Manager according to legislation and Council policies and procedures. Implement relevant by-laws, policies, decisions and reports accordingly to the Municipal Manager. Conduct diagnostics on directorate efficiency and prepare performance reports according to the findings. Advise and support the Municipal Manager on administrative and strategic decisions so that the Municipal Manager takes and makes informed and legitimate decisions. Manage all strategic special programmes and the interventions that are required for the programmes to be successful. Liaise between political offices in receiving service delivery complaints and ensure

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attendance by HoD's and Divisional Manager's. Conduct research for the improvement of the Office effectiveness. Handle high-level and confidential correspondence to the Office of the Municipal Manager that requires response from the Municipal Manager. Follow - up with relevant and accountable Directorates on the implementation of

resolutions. Attend meetings and functions on request and behalf of the Municipal Manager. Ensuring the good stakeholder relations with COGTA, Treasury and SALGA. Manage the communication between the Municipal Manager and the Directorates.

Dipaleseng Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply

Interested persons meeting the above-mentioned requirements are requested to complete Annexure B application form for employment that is accessible on our website www.dipaleseng.gov.za/vacancy together with a detailed CV and certified copies of qualifications for the attention of the Acting Director Corporate Services, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality, Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410 **on or before 22 February 2024**. No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human Resources, Ms. Sombu Radebe at 017 004 0027/082 068 7436

Applicants who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.



MR. L. CINDI
MUNICIPAL MANAGER

Date: 05/02/2024.