



Mopani District
Municipality

MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION AS THE FOOD BASKET OF SOUTHERN AFRICA AND TOURISM DESTINATION OF CHOICE.

APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER.

POST: SENIOR MANAGER: PLANNING AND DEVELOPMENT.

The contract period is five (5) year fixed-term contract (Performance-Based Contract) as contemplated in Section 57 (6) (a) of the Municipal Systems Act. The remuneration package will be as follows: **R972 648** (Min), **R1 108 275** (Mid), and **R1 257 894** (Max) per annum. The remuneration offer will be determined by competency and current salary earnings read together with the guidelines as set out in Notice 1224 published in Government Gazette No. 43122 dated 20 March 2020.

The successful incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form, and undergo a competency assessment, vetting of qualifications, background checks, and security clearance, and will be stationed at Mopani District Municipality with its Head Office in Giyani.

MINIMUM REQUIREMENTS: A minimum qualification of an appropriate B Degree or equivalent tertiary qualifications with subjects such as developmental studies, town planning, Economics and / or Development Economics. Management experience preferably in a developmental environment of at least 5 years or related field. The ability to provide strategic and Innovative leadership. Good conceptualization of macro-organizational strategies and extensive knowledge in management information systems. A post graduate degree in related field will be an added advantaged. Professional Body Registration: Professional Planner in accordance with Planning Profession Act 32 of 2002.

Note that all shortlisted applicants will be subjected to security vetting clearance and information verification.

KEY PERFORMANCE AREAS: The successful candidate will be responsible and accountable for the following: Coordinate and facilitate strategic planning of the IDP process. Management of the LED initiatives, SMME's, tourism development, economic policies and research as well as investments and trade promotions. Develop and implement land management strategies and spatial plans. Responsible for the coordination of town planning and township establishment. Manage all cartographic and other technical information. Identify, plan and provide services to the community in terms of the type of service required. Identify resources and structures for the promotion of economic development. Development and implementation of strategies that will have a measurable positive impact on economic development.

DIRECTORATE: EXECUTIVE MAYOR'S OFFICE: THE FOLLOWING POSITION IS RE-ADVERT, THOSE WHO APPLIED BEFORE SHOULD NOT RE-APPLY.

POST: MANAGER – OFFICE OF THE EXECUTIVE MAYOR. (PL. 2)

The contract period is in line with the Municipal Staff Regulation on the appointment of the political office positions. The appointed candidate will be on a contract which is linked to the term of office of the political office bearer and not term of Council (Performance Based Contract) – that is, the contract period should not exceed a period ending thirty (30) days after the exit of the political office bearer. The remuneration package is R787 309.42 per annum (Excluding benefits).

REQUIREMENTS: Grade 12 Certificate. A minimum qualification of an appropriate B. Degree or equivalent tertiary qualification in Public Administration or Management / Political Science. Proven management competencies. 4-5 years' experience in middle management. Previous exposure to arranging meetings and conferences and other administrative and strategic management functions. Good conceptualization of the political and administrative interface. Working knowledge of the political and Council processes. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment Contract, A performance agreement and disclosure of financial interest.

KEY PERFORMANCE AREAS: The successful candidate will be responsible and accountable for the following: Manage, create and maintain systems and procedures for tracking and following up on all correspondences related to the Office of the Executive Mayor.

Providing content support to the Executive Mayor timeously, receives the correct documentation and briefing notes for meetings. Responsible for the strategic planning, human resources and financial management in the Office of the Executive Mayor. Ensure strategic leadership and co-ordination of communication with the media on activities pertaining to the Office of the Executive Mayor. Conduct research, manage special programs and oversee staff in the Political Office.

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**APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE
AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:**

DIRECTORATE: CORPORATE SHARED SERVICES

POST: DEPUTY MANAGER – COUNCIL SUPPORT. (PL. 3)

REMUNERATION: R652 356.54(Min), R684 974.31 (Mid), and R719 223.02 per annum (Excluding benefits)

MINIMUM REQUIREMENTS: Grade 12 Certificate. National Diploma / Bachelor's Degree in Public Administration or equivalent qualification. 4-5 years of experience in managing administrative support and or coordinating governance structures in the municipality, at least 2 years must be at supervisory level. Sound knowledge of legislations governing municipalities, i.e. MFMA, Municipal Structures Act and Municipal Systems Act. Ability to work under pressure and long hours (Specialized skills). Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Provide Secretariat Support to Council. Manage records and administration. Manage and supervise subordinates' daily activities. Draw and submit reports to the Senior Manager: Corporate and Shared Services. Provide strategic management to administration of the legislative arm of council, manage council oversight support and the implementation of programmes and plans consistent with policies, legislation and the constitution, manage councilor support, councilor welfare activities and capacity building, manage and provide secretariat services to council structures, provide advisory services and administrative support to Council and Speaker

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AS THE APPOINTMENT WILL BE MADE ACCORDING TO THE COUNCIL'S EMPLOYMENT PLAN BY ENSURING REPRESENTATION OF DESIGNATED GROUP IN THE MUNICIPALITY.

PLEASE NOTE: Fraudulent qualifications or documentations will immediately disqualify any application. Submission without certified copies of qualifications will not be considered. MDM Council always reserves the right not to appoint. Should you not receive any response within three (3) months after the closing date, regard your application as unsuccessful.

Enquiries : Ms Ngobeni S.N. (Senior Manager – Corp Services) 015-811 6300

Please forward your application **through the relevant prescribed form** (Senior Managers) accessible from Mopani Website - www.mopani.gov.za (Fax applications and Z.83 form not allowed) together with your comprehensive CV and recent certified copies of your qualifications and the identity document to:

The Municipal Manager,
Mopani District Municipality,
Private Bag x9687,
GIYANI,
0826

HAND DELIVERY TO:

Government Buildings, Former Premier's Office,
Mopani District Municipality,
Ground Floor, Registry Office No. 13,
GIYANI,
0826

CLOSING DATE: 7 November 2022.

**MR MOGANO T.J.
MUNICIPAL MANAGER**



PROTECT SOUTH AFRICA

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