



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: MPAC RESEACHER (PL. 4)**

**REMUNERATION:** R523 191.21 (Min), R549 612.22 (Mid), and R577 450.15 per annum (Excluding benefits).

**REQUIREMENTS:** Grade 12 certificate. A degree or National Diploma in Public Administration / Management and research subjects will be an added advantage. MFMP Certificate; knowledge of Municipal Office applications; good interpersonal relations and high degree of ethics; facilitation skills; communication skills and report writing skills, knowledge of local government legislation and constitution of the Republic; experience in data analysis; understanding of the Local Government Oversight Responsibilities; At least 3-4 years' relevant experience. Be prepared to be subjected to security clearance.

**KEY PERFORMANCE AREAS:** The MPAC Researcher must ensure that the daily work is done to satisfaction and to achieve the objectives of the Council. He / She will be responsible for the review and investigate all matters referred to the committee by other council committees, coordinate analysing of financial and performance reports, including SDBIP, annual reports and financial statements and provide MPAC with reports on possible risks and irregularities, provide advice to MPAC on possible corrective measures, identifying unintended consequences and provide possible recommendations, guide, establish, facilitate, coordinate and maintain stakeholder relations, and perform administrative and human resources related activities.

**DIRECTORATE: CORPORATE AND SHARED SERVICES.**

**POST : SECRETARY – CORPORATE AND SHARED SERVICES (PL. 8).**

**REMUNERATION:** R318 688.80 (Min), R334 843.68 (Mid), and R351 943.36 (Max) per annum (Excluding benefits).

**REQUIREMENTS:** Grade 12 certificate and Computer Literacy with Office Management Certificate. 2 years' experience and a valid driver's license. Preparedness to be subjected to security clearance.

**KEY PERFORMANCE AREAS:** Manage the Senior Manager's Diary. Make travelling arrangements. Typing, filing and records keeping. Consolidating monthly reports for the Directorate. Events Coordination and assist with logistical arrangements. Give feedback to organizers. Promote image of the District Municipality as first point of contact and as required by the Batho Pele Principles. Perform reception duties diligently. Managing all in-coming and outgoing phone calls and emails.

**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 documentation will immediately disqualify any application. MDM reserves the right not to fill this post, should there be no suitable candidate identified. Late submissions will be disqualified. Should you not receive any response within three (3) months after the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications will not be considered.

**Enquiries: Mr Lebadika P. Tel. 015-811 6300 (Deputy Manager – HR)**

**Please forward your application through the relevant prescribed form accessible from Mopani Website - [www.mopani.gov.za](http://www.mopani.gov.za) (NOTE: 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 x 9687,  
**GIYANI**  
0826

**HAND DELIVERY TO:**

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

**CLOSING DATE: 27 SEPTEMBER 2022.**

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



**Follow and like us on facebook @Mopani District Municipality**

*"To be the food basket of Southern Africa and the tourism destination of choice"*

