

MOPANI DISTRICT MUNICIPALITY

**MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION
AS THE FOOD BASKET OF SOUTH AFRICA AND TOURIST DESTINATION OF CHOICE
IN SOUTH AFRICA.**

**APPLICATIONS ARE HEREBY INVITED TO APPLY FOR VACANT POSITIONS IN
MOPANI DISTRICT MUNICIPALITY WITH RELEVANT EXPERIENCE AND APPROPRIATE
QUALIFICATIONS FOR THE FOLLOWING POSITIONS:**

EXTERNAL ADVERT

POST NO 1: DEPUTY MANAGER: COMMUNICATION (PL.3)

REMUNERATION: R802 218.47 – R884 445.77. Per annum (Excluding Benefits).

REQUIREMENTS: Grade 12, bachelor's degree in communication, Journalism, Public Relations, or a related field; a valid driver's licence; and 5 years' experience in Communication or Journalism, including at least 2 years at supervisory level. Experience in municipal or local government will be an added advantage. The successful candidate must be willing to work irregular hours, including evenings and weekends, when required. In-depth knowledge of media environment, stakeholder engagement, and communication strategies. Understanding of relevant legislative frameworks including Municipal Systems Act, MFMA, and Batho Pele principles. Strong written, verbal, and presentation skills. Ability to handle media under pressure and manage crises effectively. Excellent interpersonal, negotiation, and relationship- building skills. Computer literacy (MS Office, media monitoring tools, digital platforms). Fluency in English.

KEY PERFORMANCE AREAS: Develop and implement media strategies to enhance the municipality's visibility and reputation. Draft, edit and disseminate media statements, public notices and speeches. Coordinate press conferences/ media briefings and interviews for political leadership and senior officials. Monitor media coverage, compile reports and provide advice on media trends and emerging issues. Contribute to the development, implementation and review of the municipal communication strategy. Ensure key messages are consistent across platforms and aligned with municipal priorities. Monitor and analyze reporting in the media and prepare responses as required. Facilitate intra-departmental communications. Monitor the support provided to Public participation.

POST NO 2: DEPUTY MANAGER: SUPPLY CHAIN MANAGEMENT (SCM)(PL3)

REMUNERATION: R802 218.47– R884 445.77 Per annum (Excluding Benefits).

REQUIREMENTS: Grade 12, B Com Degree or an equivalent NQF level 7 qualification in accounting, Supply Chain and Economics or equivalent.
CSA, CIMA & ACCA will be an added advantage A minimum of 5 years' experience in a Supply Chain Management field, of which 5 years must have been at middle management in-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. Project management, supervisory skills, good planning and

organized skills. Good interpersonal relations and good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required. A qualification relating to the National Treasury Competency Requirements for Senior Officials, e.g./MFMP/ELMP will be an added advantage. Advanced skills in Word, Excel and Windows 2013 programs. A Code EB driver's licence is essential. Preparedness for security clearance and disclosure of financial interest.

KEY PERFORMANCE AREAS: Formulation of SCM policies and procedures for the municipality. Responsible for the full supply chain management processes: - from demand management through to monitoring and reporting. Administer and implement procurement in terms of Council's Procurement Policy, the Preferential Procurement Regulations, Supply Chain Management Regulations and other legislated requirements. Compilation, implementation and reporting on the operational and risk plans related to supply chain management. Monthly management reports including but not limited to relevant disclosure notes. Manage the municipality stores and control inventory. Responsible for compiling and controlling the business unit's budget, managing all personnel matters in the business unit, and ensuring timeous and correct payment of suppliers. Ensure an uninterrupted flow of material/goods to all users. Provision of travel services to internal clients. Management of the department according to policies and strategies of the municipality.

.Enquiries : Mr Modibe Modiba. @ 015-811 6300.

: Ms Malungane Refiloe @ 015-811 6300

Please forward your application through the relevant prescribed form accessible from the Mopani Website - 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 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:29 AUGUST 2026.

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

