



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 MUNICIPAL MANAGER

**POST: SENIOR MANAGER - CORPORATE SHARED
SERVICES**

(Performance Based Contract)

REMUNERATION: Negotiable.

The contract period is in line with Section 57(6)(a) of the Municipal Systems Act, No. 32 of 2000 as amended, and shall not exceed a period of five (5) years or a period ending one year after the election of the next council of the municipality, whichever occurs first. The remuneration package will be as follows: **R972 648** (min), **R1 108 275** (mid), and **R1 257 894** (max) per annum. The remuneration will be determined by competency and current salary earnings read together with the guidelines as set out in **Notice 1224** published in **Government Gazette N 43122 dated 20 March 2020**).

MINIMUM REQUIREMENTS: A recognized B Degree in Public Administration/Management Science/Law or equivalent. Five (5) years of experience at middle management level and proven successful management experience in administration. Prior knowledge of Local Government environment, excellent communication and negotiation skills at all levels of Government. Good skills in conflict resolution, problem solving, and effective decision-making skills. Candidates with legal background and/ or specialized in Human Resource Management at tertiary education will be most recommended. Ability to work under pressure. Ability to promote strategic planning and innovative leadership. Ability to negotiate at all levels of Government. 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 closure of financial interest.

KEY PERFORMANCE AREAS: Assist the Municipal Manager with the overall governance of the municipality, management of human resources, including personnel provisioning and administration, training and development, labour relations, human resource planning, occupational health and safety in the workplace, and organizational development. Responsible for developing organizational policies and procedures. Overseeing of the legal services, provision and governance of information technology services, and management of institutional facilities and records. Develop and manage the budget of the directorate such that expenditure is in line with requirements of Council, MFMA and Supply Chain Management prescripts. Coordinate and support local municipalities. Prepare and submit reports to the Municipal Manager and relevant Council structures. Ensure sound labour relations, including speech and report writing.

Enquiries: Mr. Rasekgala M.J. 015 811 6300.

Please submit your application **on the prescribed form** (Senior Managers) (www.mopani.gov.za), together with your comprehensive Curriculum Vitae, and recently certified copies (for not longer than three (03) months) of your qualifications and the identity document to:

The Municipal Manager, Mopani District Municipality, Private Bag X9687, GIYANI, 0826.

Z83 forms, e-mailed, and/or fax applications will not be accepted.

CLOSING DATE: 21 JANUARY 2022

PLEASE NOTE: Fraudulent qualifications or documents 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. Applications without certified copies of qualifications will not be considered.

Mr Kgatla Q
Municipal Manager



PROTECT SOUTH AFRICA

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

