

MOPANI DISTRICT MUNICIPALITY

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

RESEARCHER (PL 3)

REMUNERATION: R565 509.80 per annum, plus 13th Cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits.

REQUIREMENTS: A degree in Public Administration or equivalent. At least 5 years' experience with at least 3 years in supervisory level in managing administrative support and or coordinating governance structures in the municipality. Code B Driver's license. Computer literacy certificate. Knowledge of Local Government environment will be an added advantage. Be prepared to security clearance.

KEY PERFORMANCE AREAS: Provide research service and strategic support to Municipal Public Accounts Committee. Coordinate and manage MPAC events and other activities of council. Report writing and issuing of notices of meetings of MPAC and other activities of council. Extracting and submitting reports for perusals, analysis and comments. Identifying and liaising with office of the executive mayor. manage activities of council, manage and coordinate project visits and programmes of office of the speaker. table oversight reports in council and perform liaising work on Audit issues.

DEPUTY MANAGER – HUMAN CAPITAL MANAGEMENT (PL. 3)

REMUNERATION: R565 509.80 per annum, plus 13th Cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits.

REQUIREMENTS: A degree in Human Resources Management / Public Management and Administration or relevant qualification. Ddriver's licence is essential. Preparedness to work under pressure and subjected to security clearance. 5 years' relevant experience with at least 3 years' experience on supervisory position. Preparedness to security clearance.

KEY PERFORMANCE AREAS: Manage the activities of the section to ensure the delivery of Human Resource services. Manage the development and implementation of Human Resource Development strategy, vision and objectives. Manage Performance of employees in the section. Manage and plan the utilization of resources. Develop and Monitor Systems Procedures, Policies and process to ensure correct working operations and practices. Manage and ensure effective maintenance of Human Resource Management and Development. Facilitate implementation of Management Labour Forums for the organization. Manage and plan the activities of disciplinary and grievance procedures.

DEPUTY MANAGER: PERFORMANCE MANAGEMENT (P L3)

REMUNERATION: R565 509.80 per annum, plus 13th Cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits.

REQUIREMENTS: A degree in Human Resources Management / Public Administration/personnel management or relevant qualification, driver 's licence is essential. Preparedness to work under pressure and subjected to security clearance. 5 years' relevant experience with at least 3 years' experience on supervisory position, Preparedness to security clearance.

KEY PERFORMANCE AREAS: Manage and maintain the institutional performance management system. Ensure and coordinate annual assessment of section 54/56 staff Link job performance to the overall objectives of the municipality as per the IDP, Identify and address training and development needs in a focused and structured manner so as to make use of the opportunities provided by the skills development Act.

Enquiries: MR LEBEPE N.G Tel. 015-811 6300.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Please forward your application **through the prescribed form** (www.mopani.gov.za) together with your comprehensive CV and recently certified copies of your qualifications and the identity document to:

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

Z83 forms and fax applications will not be accepted.

CLOSING DATE: 30 AUGUST 2019.

PLEASE NOTE: Fraudulent qualifications or documentations 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. Submission without certified copies of qualifications will not be considered.

MR KGATLA Q

ACTING MUNICIPAL MANAGER