

# ***MOPANI DISTRICT MUNICIPALITY***

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

## **DIRECTORATE: COMMUNITY SERVICES**

### ***DEPUTY MANAGER: MUNICIPAL HEALTH SERVICES***

**REMUNERATION:** R565 509.94 per annum, plus 13<sup>th</sup> Cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits.

**REQUIREMENTS:** Grade 12 Certificate. Diploma / B.Tech Degree in Public Health / Environmental Health. Master's degree in Environmental Health shall be an added advantage. 3 years of experience in local government working environment as well as 5 years as Chief / Senior Environmental Health Officer at local government environment. Registered with the Health Professional Council of South Africa (HPCSA) as an Environmental Health Officer/Practitioner and a driver's license. Understanding of Environmental Health related policies administered at Local government level, Sector departments such as Health, Agriculture, Water and Sanitation, Mineral and Energy, Environmental Affairs, etc. Knowledge of policy development, implementation and monitoring; Knowledge on outbreak investigation and response, risk assessment, climate change and its impact on health; Enforcement and compliance to legislative requirements. Prepared to be subjected to security clearance.

**SKILLS REQUIRED:** Interpersonal, communication, planning, negotiation, project management, and contract management skills.

**KEY PERFORMANCE AREAS:** Contribute to the development, monitoring and evaluation of environmental health policies, systems, guidelines, procedures, norms, standards, protocols and operational plans. Oversee the implementation of Departmental and Environmental Health Strategic Plan, policies, guidelines, procedures, norms and standards. Ensure effective governance of environmental health services in the District through establishment, attendance and convening of district forums that seek to further the aims of Environmental Health Services such as the district environmental health forum, health care waste management forum; food control committee, attend water quality management forums at provincial and district level, attend the outbreak response team forums, etc. Development and implementation of skills development plan for Environmental Health Practitioners, and support training of EHPs as identified through Skills Development plan. Effective and efficient provisioning and monitoring of municipal health services in the district.

**DIRECTORATE: OFFICE OF THE EXECUTIVE MAYOR**

***DEPUTY MANAGER: PUBLIC PARTICIPATION***

**REMUNERATION:** R565 509.94 per annum, plus 13<sup>th</sup> Cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits.

**REQUIREMENTS:** B. Bachelor's degree majoring in Political Science and / or Public Relations or equivalent plus five years' considerable management experience at Senior Level in the administrative field. Good knowledge and an understanding of local government legislation. A sound understanding of computer packages (MS Word, Excel and PowerPoint). Administrative, good interpersonal and effective communication skills. A valid driver's licence and preparedness to be subjected to security clearance.

**KEY PERFORMANCE AREAS:** Administer the office of the Speaker by rendering administrative support, and ensure the proper constitution and functionality of ward committees, Speaker's forum, IDP Budget consultation. Assess and evaluate stakeholders' involvement in the District Consultation Forum. Ensure community involvement in project implementation. Monitor CLO and project steering committees in the five local municipalities. Manage the facilitation of public participation and public relations, provision of administrative support and capacitation of ward committees in the five local municipalities. Perform any other responsibility assigned from time to time.

***DEPUTY MANAGER: COMMUNICATION.***

**REMUNERATION:** R565 509.94 per annum, plus 13<sup>th</sup> Cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits.

**REQUIREMENTS:** B. Degree/National Diploma in Communication/Journalism or equivalent. Driver's license. 3-5 years' experience in the field of communication/Journalism, knowledge of Government Communication and Information Systems. Strongly developed writing skills, language and editing skills, sound understanding of Computer packages. (MS Word, MS Excel and MS PowerPoint.) Presentation skills, valid driver's license and be prepared to be subjected to security clearance.

**KEY PERFORMANCE AREAS:** Plans and manages activities of the division to ensure effective communication. Development and implementation of the District Municipality's internal and external communication strategy and policies. Ensure proper liaising with media on behalf of Mopani District Municipality. Liaison with the Event Management unit to record, update and publish all the District's events and activities on an ongoing basis. Planning and supervising the activities of personnel to ensure a conducive working environment. Manage and review performance of personnel and take corrective measures to align performance with standards to be achieved. Make operational recommendations to the

Director in the Office of the Executive Mayor. Implement projects economically and effectively. Organize press conferences and manages media campaigns, develop and implement a communication strategy in line with Government communication framework and protocols.

**Enquiries: Mr Lebadika P. Tel. 015-811 6300.**

Please forward your application **through the prescribed form** ([www.mopani.gov.za](http://www.mopani.gov.za)) together with your comprehensive CV, recently certified copies of your qualifications and the identity document not longer than three months to:

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

**Z83 forms and fax applications will not be accepted.**

**CLOSING DATE: 23 January 2020.**

**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**