



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: SENIOR MANAGER – TECHNICAL SERVICES.**

The Contract period is five (5) year fixed-term contract (Performance Based Contract) as contemplated in Section 57 (6) (a) of the Municipal Systems Act. The remuneration package will be as follows: R 972 648 (Min), R1 108 275 (Mid), and R1 257 894 (Max) per annum. The remuneration offer will be determined by competency and current salary earnings read together with the guideline as set out in Notice 1224 published in Government Gazette No. 43122 dated 20 March 2020.

**MINIMUM REQUIREMENTS:** A minimum qualification of an appropriate B-degree in Civil Engineering or equivalent specializing in Hydraulic or Environmental Civil Engineering qualifications. Management experience preferably in the engineering / technical services. Extensive knowledge on project management. A practical knowledge and experience in civil engineering services. The ability to provide strategic and innovative leadership. Ability to work under pressure. The ability to operate in a diverse community. The proven ability to communicate and negotiate at all spheres of government. A post graduate degree will be an added advantage.

**KEY PERFORMANCE AREAS:** The successful candidate will be responsible and accountable for the following: Management of the provision of infrastructure services through the IDP process. Manage project implementation, manage project planning, designs and development, manage the maintenance and repairs of the existing infrastructure, development, implementation and management of strategic goals, policies, procedures and plans for the directorate, providing advisory services to council through the municipal manager regarding all aspects falling within his / her scope of work.

##### **POST: SENIOR MANAGER – COMMUNITY SERVICES.**

The Contract period is five (5) year fixed-term contract (Performance Based Contract) as contemplated in Section 57 (6) (a) of the Municipal Systems Act. The remuneration package will be as follows: R 972 648 (Min), R1 108 275 (Mid), and R1 257 894 (Max) per annum. The remuneration offer will be determined by competency and current salary earnings read together with the guideline as set out in Notice 1224 published in Government Gazette No. 43122 dated 20 March 2020.

**MINIMUM REQUIREMENTS:** A minimum qualification of an appropriate B-degree or equivalent in SOCIAL SCIENCES. A practical knowledge of experience in social services. A postgraduate degree will be an added advantage. The ability to operate in a diverse community. Extensive and practical knowledge of the local

government environment. The ability to communicate and negotiate at all spheres of government. Management experience preferably on health, environment services and emergency services.

**KEY PERFORMANCE AREAS:** The successful candidate will be responsible and accountable for the following: Disaster Management. Management of Fire Services. Management of compliance to health legislation. Management of environmental services and air quality control. Designing programmes and policies for the promotion of an enabling environment for community based programmes on poverty alleviation and HIV / AIDS. Coordination of health matters in line with IDP. Development and implementation of strategies that will have a measurable positive impact on social services.

#### **DIRECTORATE: EXECUTIVE MAYOR'S OFFICE**

##### **POST: MANAGER – OFFICE OF THE EXECUTIVE MAYOR. (PL. 2)**

The contract period is in line with the Municipal Staff Regulation on the appointment of the political office posts that all posts should be appointed on contract and that contract should be linked to the term of the political office bearer and not term of Council (Performance Based Contract) – that is, the contract period should not exceed a period ending thirty (30) days after the exit of the political office bearer. The remuneration package will be R725 152.94 per annum.

**REQUIREMENTS:** Grade 12 Certificate. A minimum qualification of an appropriate B. Degree or equivalent tertiary qualification in Public Administration or Management / Political Science.

**Proven management competencies.** 4-5 years of experience of at least 2 years must be at supervisory level. **Previous exposure to arranging meetings and conferences and other administrative and strategic management functions. Good conceptualization of the political and administrative interface. Working knowledge of the political and Council processes. 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 disclosure of financial interest.**

**KEY PERFORMANCE AREAS:** The successful candidate will be responsible and accountable for the following: Manage, create and maintain systems and procedures for tracking and



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following up on all correspondences related to the Office of the Executive Mayor. Providing content support to the Executive Mayor timeously receives the correct documentation and briefing notes for meetings. Responsible for the strategic planning, human resources and financial management in the Office of the Executive Mayor. Ensure strategic leadership and co-ordination of communication with the media on activities pertaining to the Office of the Executive Mayor. Conduct research, manage special programs and oversee staff in all Political Office.

**DIRECTORATE: COMMUNITY SERVICES (DISASTER CENTRE)**

**POST: HEAD OF CENTRE –DISASTER MANAGEMENT CENTRE.  
(PL. 3)**

**REMUNERATION:** R621 884.29 (Min), R652 978.37 (Mid), and R685 627.28 per annum (Excluding benefits).

**REQUIREMENTS: Grade 12 Certificate. Diploma / Bachelor Degree in Disaster Management.** 4-5 years of experience of at least 2 years must be at supervisory level. Ability to work under stress and long hours (Specialized skills). Preparedness to be subjected to security clearance.

**KEY PERFORMANCE AREAS:** Manage the establishment of Disaster Management arrangements. Monitor and assess disaster risk management. Manage the implementation and monitoring of disaster risk reduction. Manage and coordinate disaster response and recovery. Develop and manage disaster information management and communication. Monitor and coordinate the development of disaster management on local municipalities. Manage administrative support relevant to disaster management. Manage resource (Human, physical, and financial resources). Perform any other related duties as instructed by the Senior Manager Community Services.

**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 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. 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: Ms Ngobeni S.N. (SNR Manager - Corp and Shared Serv.) @ 015-811 6300.**

**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 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: 12 SETEMBER 2022.**

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

