



Makhado Local Municipality is an equal opportunity employer upholding the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned posts.

OFFICE OF THE SPEAKER

MANAGER: COUNCILLORS' AFFAIRS: REF. NO. 5/3/4/1/29

Salary Scale:*R 523 163.87 (Post level 1) per annum excluding benefits.

Requirements:*An appropriate Bachelor Degree or National Diploma plus five (5) years in a similar environment *Valid Code B driver's license *Excellent Computer skills (MS Office package).

Key performance areas: *Manage the Office of the Speaker *Ensure the provisions of tools trade to Councillors, advise the Speaker, other full time Councillors and other role players regarding the provisions of applicable legislations, policies, codes and guidelines *Co-ordinate political appointments, activities and meetings for the Speaker *Keep the speakers diaries, keep all appointments with the public and management *Perform protocol services.*Manage ward committee's activities as well as coordination of public participation processes in the municipality *Facilitate training of councillors *Generate reports to council.

Key Competencies: *Strong interpersonal and communication skills *Knowledge of Local Government Legislation *Ability to work on deadlines and under pressure *Maintain absolute confidentiality *Presentation skills *Writing and verbal report skills.

OFFICE OF THE MUNICIPAL MANAGER

MANAGER PMS: REF.NO. 5/3/4/1/21

Salary: R 523 163.87 (Post level 1) per annum excluding benefits

Requirements: *A Bachelor Degree in Development Studies or Public Administration plus five (5) years' experience with extensive knowledge of strategic planning and performance management systems *An Honours Degree in Development Studies will be an added advantage *Valid Code B driver's license and Excellent Computer skills (MSOffice package).

Responsibilities: *Management of performance management division *Provide advice to the accounting officer with regard to legislations governing performance management system *Ensure compliance to performance management systems legislative framework *Development of service delivery and budget implementation plan and align it with budget, IDP and organizational structure *Compilation of quarterly organizational performance reports and submits to relevant authorities * Development of performance scorecards, annual performance report and municipality annual report *Development of performance management system framework and policy *Cascading of performance management to all employees *Development of performance agreements for section 57 managers *Facilitate strategic planning sessions and compile reports *Development of strategic objectives and key performance indicators.

Key Competencies: *Interpersonal skills *Strategic and independent thinking *Ability to handle stress* Attention to deadlines and details* Analytical skills* Presentation skills.

NB: ALL SUCCESSFUL CANDIDATES WILL GO THROUGH A SECURITY CLEARANCE.

Forward your application on the Council's prescribed application form with a copy of CV and qualifications to the Municipal Manager, Private Bag X2596, LOUIS TRICHARDT, 0920.

For more information contact Ms N S Nekhavhambe at 015 519 3225 or Ms N B Nyalungu at 015 519 3223.

PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.

To view our current vacancies or to print the Application Form visit our website on www.makhado.gov.za

If no response is received from Makhado Local Municipality within 45 days after the closing date, it must be regarded that your application has not been successful.

Publication Date: 25 June 2017

Closing Date: 13 July 2017

Notice No.: 152/2017

**MR M J KANWENDO
ACTING MUNICIPAL MANAGER**