

NATIONAL ADVERT



Makhado 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

Salary Scale: R 431 934.12 Per Annum (Post level -1)

Requirements: An appropriate B. Degree in public administration or equivalent qualifications plus five years relevant experience *Valid Code B driver's license.

Key performance areas: Advise the Speaker, 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 Speaker's diary and schedule her appointments. Keep all appointments with the public and Management. Perform protocol services. Coordinate office programs. Manage councillors' affairs and attend to Community Development Workers (CDW) and Ward Committees activities as well as coordination of public participation processes in the Municipality. Do research to update the Office's knowledge data base, analysing and collating relevant information, facts and figures and submit same to the Speaker for scrutiny.

Key Competencies: Excellent Computer literate (MSOffice package). *Strong interpersonal and communication skills. . Good knowledge of local Government Legislation. *Ability to work on deadlines and under pressure. *Maintain absolute confidentiality.

DEPARTMENT: CORPORATE SERVICES

COMMUNICATION AND EVENTS MANAGER'S DIVISION

MANAGER: COMMUNICATION AND EVENTS

Salary Scale: R 431 934. 12 Per Annum (Post level -1)

Requirements: National Diploma/Degree in the relevant disciplines or equivalent qualification plus a minimum of six years relevant experience.

Responsibilities: Link the council with the community by making sure that the community is informed about the council's developments and projects and take complaints from the community and submit them to administration so that community complaints can be resolved. Write media releases and organise media conferences. Arrange for continuous updating of Municipal Website. Handles the municipality complaints management system. Organise

communication events that happen at the municipality in order to ensure proper and correct communication. Interacts with the following institutions/persons: Management, staff, councillors, ward committees and other community structures to assist, consult and convey information.

Key Competencies: Must be able to work independently. Must have sound human relations skills. Good communication and organisational skills and have the ability to handle stress. Computer Literate (MS office package).

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

Makhado Municipality has a firm commitment to the advancement of designated groups, including *women and disabled*. Forward your application on the ***Council's prescribed application form*** with a copy of CV and certified qualifications to The **Municipal Manager, Private Bag X2596, MAKHADO, 0920**. Application Forms can be collected from Civic Centre at 83 Krogh Street Makhado or downloaded on www.makhado.gov.za.

For more information contact **MAKHADO MM @ 015 519 3225**

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

NB: NO FAX AND E-MAIL APPLICATIONS WILL BE ACCEPTED

If no response is received from Makhado Local Municipality within 90 days after the closing date, it must be regarded that the application has not been successful.

Publication Date: 08,10 & 12/11/2013

Closing Date: 28/11/2013

Notice No.: 162/2013

File No.: 5/3/B

**MUNICIPAL MANAGER
IP MUTSHINYALI**