

**TSWAING LOCAL MUNICIPALITY**

**TSWAING LOCAL MUNICIPALITY is committed to the achievement and maintenance of Employment Equity Plan especially in respect of race, gender and people with disabilities.**

**TSWAING LOCAL MUNICIPALITY is inviting applications from suitably qualified persons for the following positions:**

**THE TERM OF THE CONTRACT OF EMPLOYMENT FOR ALL POSITIONS BELOW IS FOR A FIXED PERIOD ATTACHED TO THE TERM OF THE COUNCIL.**

**OFFICE OF THE SPEAKER**

**POSITION : MANAGER SUPPORT SERVICES**

**REMUNERATION PACKAGE : R281 382.00 per annum**

**(Excluding applicable Service Benefits)**

**QUALIFICATIONS & EXPERIENCE**

Appropriate Tertiary Qualification, three (3) years considerable middle management experience, valid driver’s licence and computer literacy.

**COMPETENCIES & SKILLS**

Knowledge of Local Government legislation, processes and procedures. Good communication skill, People Management and facilitation skills and co-ordination.

**KEY PERFORMANCE AREAS**

Manage the key performance areas and result indicators in terms of the provision of an effective administrative and advisory service to the Speaker, Manage, organise and ensure effective implementation of Ward Committee System by ensuring that ward committees are established and are fully functional, Ensure that ward committees are fully capacitated in order to carry out their tasks effectively, Develop and manage a calendar of meeting and reporting schedules for all ward committees, Assist Ward Councillors and Ward Committees with the establishment of ward forums and their functionality, Develop and manage a system or a mechanism of issues raised by communities to relevant portfolio committees and prepare issues as items and motions for Council discussion, Manage public participation processes in the locality with sector departments and with other spheres of government, Ensure compliance with protocol and Code of Conduct, Ensure that Council meetings are convened and that delivery of Council Agendas are done on time. Define/ adjust the key performance indicators, job design and role boundaries of personnel against service delivery requirements, Conduct appraisals to measure performance against the agreed targets and, review goals and set new objectives, Identify skills gap of staff within the Speaker‘s Office and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities in collaboration with the Human Resources Department, Ensure that Councillors and Ward Committees are continuously trained and capacitated to ensure that they discharge their duties effectively, in collaboration with Human Resources Department.

**OFFICE OF THE SPEAKER**

**POSITION : WARD COMMITTEE OFFICER**

**REMUNERATION PACKAGE : R147 132.00 per annum**

**(Excluding applicable Service Benefits)**

**QUALIFICATIONS & EXPERIENCE**

Matric or equivalent qualification, computer literacy and Two (2) years relevant experience.

**COMPETENCIES AND SKILLS**

The incumbent must have knowledge of local government legislation, systems and processes, good facilitation, coordination and conflict management skills.

**KEY PERFORMANCE AREAS**

Arrange and co-ordinate ward committee meetings in terms of the Municipal Systems Act, Ensure that ward committee structures throughout the municipal wards are established in terms of the Municipal Systems Act and guidelines from the Provincial Department of Local Government and Traditional Affairs, Ensure that the criteria for establishing ward committee structures is properly communicated to all stakeholders, Ensure that all stakeholders and interest groups are proportionally represented in the ward committee structures, Ensure that ward committee meetings in all wards are held monthly as required by law, Ensure that ward committee secretaries report monthly on the meetings held and issues discussed, Provide necessary support and guidance on the work of ward committees, ensure that feedback from council meetings and resolutions taken are given to ward committees through proper channels to keep them informed about governance issues, To maintain sound public relations and present a positive image of the Council by ensuring that operational offices for ward committees at ward level are equipped and that critical documents e.g. IDP, annual reports are accessed locally from ward committees, Prepare schedule of monthly paid to ward committees in line with the guidelines adopted by Council.

**POSITION : SECRETARY**

**REMUNERATION PACKAGE : R107 058.00 per annum**

**(Excluding applicable service benefits)**

**QUALIFICATIONS & EXPERIENCE**

Matric, One (1) year secretarial experience, computer literacy. Secretarial Diploma is an added advantage.

**COMPETENCIES AND SKILLS**

Good Interpersonal Skills, Excellent Communication and Coordination Skills.

**KEY PERFORMANCE AREAS**

Provision of secretarial and administrative support to the office of the speaker by:-

Referring to the approved schedule of meetings and confirming / reporting deviations. Communicating with committee members to establish items for inclusion on the agenda and submission of proposals or reports supporting agenda items, Circulating notices, agenda and minutes of previous meetings to members, Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/ discussions proposals and recommendations, and making available of copies of correspondence referred to in discussions to members and record keeping and any function or task assigned by the superior.

**OFFICE OF THE MAYOR**

**POSITION : MANAGER: OFFICE OF THE MAYOR**

**REMUNERATION PACKAGE : R281 382.00 per annum**

**(Excluding applicable Service Benefits)**

**QUALIFICATIONS & EXPERIENCE**

Appropriate Tertiary Qualification, three (3) years considerable middle management experience, Driver’s License and Computer Literacy.

**COMPETENCIES**

Knowledge of local government processes and procedures. Good communication, Stakeholder management and coordination skills.

**KEY PERFORMANCE AREAS**

Manage the provision of an effective administrative and advisory service to the Mayor and Executive Committee, and manage all activities relating to Special Projects, To conduct research with regard to political policy and topical issues that impact on the municipality, and implement best practices associated with the functionality and determine the appropriateness of specific policies/ procedures for implementation, Manage, organise and ensure effective implementation of Mayoral Special Projects, Develop and manage the annual plans relating to the oversight programmes of the budgeting and IDP in line with the Municipal Systems Act and the MFMA guidelines, Obtain Portfolio Committee Reports and consolidate them before being sent to EXCO and Council, Evaluate and comment on the applicability of specific key performance indicators and measures against outcomes detailed in the Departmental Business and Strategic Plans, Writing Mayor’s speech and conducting research on current trends and developments for the effective operation of the Mayoral Office, Develop and manage community and stakeholders interactive programmes, Ensure strong intergovernmental links and continuous oversight of their constitutional mandate, Ensure municipal compliance with Service Delivery Cycle, Supporting Stakeholder forums operational within Tswaing, e.g. Farmers, Religious Leaders, Business Forums, etc, Arrange Mayoral Imbizo’s and ensure proper coordination and execution, Manage or oversee the implementation of Special Projects, Define / adjust the key performance indicators, job design and role boundaries of personnel against service delivery requirements, Conducting appraisals to measure performance against the agreed targets and, reviewing goals and setting new objectives, Identifying skills gap within the Mayor’s Office and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities in collaboration with Human Resources Department, perform any other task or duties allocated by superiors

**POSITION : SPECIAL PROJECTS OFFICER**

**REMUNERATION PACKAGE : R236 526.00 per annum**

**(Excluding applicable Service Benefits)**

**QUALIFICATIONS & EXPERIENCE**

A relevant tertiary qualification, two years considerable experience, Computer literacy. Knowledge of government policies and programme on Special Programmes.

**COMPETENCIES AND SKILLS**

Good coordination and stakeholder management skills. Communication skills.

**KEY PERFORMANCE AREAS**

Co-ordinate and facilitate programmes on people with disabilities, by, Ensuring that people with disabilities are accorded equal opportunities in employment and other economic development activities within the municipality, Linking People with Disabilities to other relevant government programmes that are aimed at empowering and developing them, Ensuring that people with Disabilities are also considered during the procurement of goods and services at municipal and government level, Facilitating the establishment of People with Disabilities Forums with the municipality and linking them with their counterparts at other levels, i.e. District, Provincial and National, Rendering any other support that may be needed for People with Disabilities, Promote, co-ordinate and facilitate women development programmes, promote, co-ordinate and facilitate elderly support and children development activities, co-ordinate and facilitate HIV/AIDS Programmes, Facilitate intergovernmental relations on special projects, facilitate regular reporting and control of the unit, perform any other tasks allocated by the supervisor.

**POSITION : SECRETARY**

**REMUNERATION PACKAGE : R107 058.00 per annum**

**Excluding applicable Service Benefits**

**QUALIFICATIONS & EXPERIENCE**

Matric, One (1) year secretarial experience, computer literacy. Secretarial Diploma is an added advantage.

**COMPETENCIES AND SKILLS**

Good Interpersonal Skills, Excellent Communication and Coordination Skills.

**KEY PERFORMANCE AREAS**

Perform secretarial service at the Unit, by scheduling and updating appointments in Mayor’s Office, Confirming for travel and accommodation details, attending to specific business arrangements and briefing manager on itinerary and specific requirements prior to departure, typing correspondence of the office, Arranging and scheduling meetings with internal / external departments, etc and preparing/ circulating notifications and agendas, Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation, Retrieving / accessing information / files/ correspondences on request and/ or conducts searches on electronic mediums to elicit information on specific subjects/ topics for perusal at Executive level, Attending to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information, Performs a Receptionist/ Telephonist function of the Unit, and Perform any other function allocated by the superior.

**POSITION : Driver to Mayor**

**REMUNERATION PACKAGE : R107 058.00 per annum**

**Excluding applicable Service Benefits**

**Requirements.**

* Matric
* Code 08 Driver’s license or above
* Ability to work under pressure and overtime
* Experience working with cars: servicing and maintenance

**KPA’S.**

* Transporting the Mayor to and from public scheduled events and functions
* Be in a position to work extended hours
* Update Mayor’s car logbook
* Adhere to maintenance schedule
* Inspect Mayoral vehicle daily to determine defaults
* Be in a position to understand and respect protocol
* Be familiar with Tswaing Local Municipality communities

**MUNICIPAL PUBLIC ACCOUNT (MPAC) OFFICE**

**MANAGER: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) ADMINISTRATION**

**REMUNERATION** : **R281 382.00 per annum**

**(Excluding applicable Service Benefits)**

**QUALIFICATIONS & EXPERIENCE**

BCom Accounting with qualification as a Chartered Accountant as an added advantage. A minimum of 3 years’ experience in Local Government as well as auditing, unless a candidate can demonstrate that she/he has develop necessary competencies government. Knowledge of Municipal Finance Management and supply Chain Management processes high degree of confidentially. A valid RSA driver’s license.

**COMPETENCIES & SKILLS**

Knowledge of Local Government legislation, processes and procedures. Good communication skill, People Management and facilitation skills and co-ordination.

**KEY PERFORMANCE AREAS**

Assist the Chairperson and the committee to run the committee affairs. Draw the annual MPAC Programme in line with the municipal cycle. Source Municipal Council documents and reports that are needed for MPAC in order to perform its duties. Benchmark committee activities as well as functionality with other Municipalities. Ensure that MPAC report are tabled in Council and track implementation of MPAC resolution by Council. Serve as an advisor to the Chairperson Records and files. Liaise with the Internal Audit Shared service. Table all internal audit reports to Council.

**POSITION : MPAC SECRETARY**

**REMUNERATION PACKAGE : R107 058.00 per annum (11)**

**Excluding applicable Service Benefits**

**QUALIFICATIONS & EXPERIENCE**

Matric, One (1) year secretarial experience, computer literacy. Secretarial Diploma is an added advantage.

**COMPETENCIES AND SKILLS**

Good Interpersonal Skills, Excellent Communication and Coordination Skills.

**KEY PERFORMANCE AREAS**

Reporting to the MPAC Chairperson, the preferred candidate will be responsible for the following:

* Deal with incoming and outgoing mail and other material such as faxes
* Set up maintain information-filling systems
* Archiving files according to Council & Committee policy and procedures
* Take a shorthand and record and prepare minutes of meetings so that and accurate reflection of meeting is recorded
* Controlling and maintaining stationary requirement of the office
* Perform ad hoc administrative duties so that effective administrative support is provided in this regard to the committee

Interested persons should forward their detailed curriculum vitae with contactable references, certified copies of all qualifications and identity document together with covering letter to:

Mr Mogale Morwe

ACTING MUNICIPAL MANAGER

P.O BOX 24

**DELAREYVILLE**

2770

Alternatively hand delivered to:

HUMAN RESOURCES DEPARTMENT

Cnr General de la Rey & Government Street

**DELAREYVILLE**

2770

**If you do not receive notifications regarding your application within one month of the closing date, kindly assume that your application was unsuccessful. The municipality reserves the right not to make any appointment. No faxed applications will be accepted. Short listed candidates will be required to produce original copies of academic qualifications on the day of the interview,**

**All enquiries must be directed to the Acting Corporate Services Director Ms N O Monaheng or Ms G A Molete @ 0539489400 during office hours (07:30-16:00).**

**CLOSING DATE: 7th October 2016 at 12H00**

****