



EXTERNAL ADVERTISING

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following position-

OFFICE OF THE MUNICIPAL MANAGER (FIXED TERM CONTRACT - 32 MONTHS) MANAGER IN THE OFFICE OF THE MAYOR

Annual salary R538 856.52 – R699 469.56 per annum, task level 15 of a Grade 3 Local Municipality (Task system).

Minimum Requirements:

- Matric/ Grade 12 (NQF Level 4)
- B Degree in Public Administration or relevant qualification.
- Computer Literacy
- Valid driver's license
- 3-4 years at a Supervisory level in the similar environment.

Key Performance Areas:

- Mapping out immediate and future interventions necessary for the delivery and execution of administrative services and support and monitoring the adequacy of current structures with a view to reviewing and aligning key performance areas against objectives and outcomes.
- Keeping abreast with opportunities and requirements to enable and improve the planning and organization of initiatives and programmes supporting objectives included in the Municipality's strategic vision and Integrated Development Plan (IDP).
- Formulating policies to provide direction on management processes related to the Office of the Mayor in respect of Auxiliary and Administrative services, aligning procedures to maintain compliance with legislative prescripts.
- Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements and statutory regulations.
- Determining staffing levels and preparing motivations for the filling of vacancies to compliment functional objectives and requirements.
- Participating in the recruitment and selection process, approving minimum design and specifications for inclusion in to job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and, interviews.
- Conducting appraisals to measure performance against agreed objectives, counselling and consulting with personnel on developmental goals, career paths and, short term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace applications and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.
- Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and Departmental procedures in respect of transactional recording and processing of financial information assorted with the activities of the Selection.
- Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures.
- Evaluating the need for policies or the adequacy of current policies and contractual services level agreements and assessing/ commenting on the need to change and introduction or alignment of terms and conditions to accommodate financial, audit supply chain and legal requirements.

Notes to prospective applicants'-

- A job application form which can be accessible on the Municipal website and Human Resources Management Offices, a Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications should be sent to the Municipal Manager: Abaqulusi Municipality P.O. Box 57 Vryheid 3100.
- **No faxed or e-mailed applications will be accepted.**
- **Applications without the prescribed requirements will be disqualified.**
- Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.
- If there's no response from Abaqulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.
- Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2337.
- People with disabilities are encouraged to apply.
- The employer reserves the right **NOT** to appoint.

The Abaqulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

Closing Date: 16 November 2023 at 12h00

**MS. S.P DLAMINI
ACTING MUNICIPAL MANAGER**