FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancy:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
VACANCY: OFFICE MANAGER: EXECUTIVE MAYORAL OFFICE

Ref. no: 13/26

CONTRACT POST
TASK 16

Fixed term contract linked to the term of office of the public office bearer which is performance based.

Basic salary: R619 428.00 – R897 420.00 per annum (plus contractual benefits: Pension, Medical aid scheme, Group life insurance, Motor vehicle allowance, Housing subsidy, 13th cheque).

Requirements: The applicant must be in possession of a National Diploma, or B Degree in Public Administration, Management, Political Science, Development Studies, or equivalent qualification. 3 – 5 years' experience in in the political office on supervisory level. Proven ability to communicate in all spheres of government and build relationships with stakeholders across the board. Good verbal and written communication skills. The applicant must be computer literate and be in possession of a valid code 8 Drivers' license.

Key performance areas: Directing and driving the strategic political and organizational mandate of the Municipality through the management of priorities related to Council Matters, defining and developing support systems to achieve synergy between organizational functions and the broader objectives of the local municipality, making available guidance, advice, opinions and expertise in relation to the communication and public relations functions, strategic mayoral programme management and, researching, evaluating and presenting high level leadership strategy in terms of achieving service delivery focused outcomes in order to ensure the Municipality is positioned to serve and deliver on priorities that has an immediate impact on the local community. Formulates and implements key initiatives associated with the provision of a comprehensive Support Service to the strategic political function (Office of the Mayor) of the Municipality structure, by: Mapping out immediate and future interventions necessary for the delivery and execution of support and, monitoring the adequacy of current structures with a view to co-ordinating specific corrective measures to support alignment of key performance areas against objectives and outcomes. Interpreting and consolidating the expenditure estimates for the Section, preparing the draft budget and, monitoring financial performance with a view to correcting and/ or reviewing applications and processes. Presenting to the immediate superior and/ or Standing Committees of Council forward plans, strategic intent and interventions necessary to sustain and/ or improve current performance and service levels. Interacting with the Office of the Speaker, Mayor and Municipal Manger with a view to integrating strategic priorities and outcomes.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID and qualifications not older than 3 months.

Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Ms. Lesedi Thomas, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED. Successful candidates will be subjected to a compulsory reference and validation checks. The District Municipality reserves the right to make no appointments.

Closing Date: 04 December 2026

MUNICIPAL MANAGER, MS ZM BOGATSU