



# 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 vacancies:

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**  
**VACANCY: MANAGER OFFICE OF THE MUNICIPAL MANAGER**

Ref. no: 21/24

## PERMANENT POSITION TASK 16

**Basic salary: R592 596.00 – R769 152.00 (plus benefits: Pension, Medical aid scheme, Group life insurance, motor vehicle allowance, Housing subsidy, 13th cheque)**

**Requirements:** The applicant must be in possession of a bachelor's degree or BTech degree in public management/administration/law. A minimum of 4 – 5 years relevant experience on supervisory level in administration/strategic and advisory management/management and administration of council committees. A valid code 8 Drivers' license. Computer Literacy.

**Key Performance Areas:** Managing and administering committee Services by mapping out the critical short and long term plans, policy frameworks, Ensure the effectiveness and efficiency in the office of the Municipal Manager, providing strategic advice to the municipal manager, systems and controls relating to the participative and secretariat programmes/ projects and support; defining the financial provisions required to execute responsibilities, discussing and guiding the implementation plan with key stakeholders bodies, Political Office Bearers and Executive management referring to trends and best practice, addressing Councillor support interventions and providing guidance and advice to Committees in order to ensure the section is positioned to co-ordinate the operations of Council decision making structures and processes professionally and make available acceptable levels of support. Overseeing the promotion of meetings, liaising with stakeholder bodies, Political Office Bearers and Executive Management with a view to improving the management approach and co-ordination. Advising Committees in their deliberations to support conformance with Council's Rules of Order and legislative prescripts in the absence of the Municipal Manager. Providing the guidelines and advice on the standards applicable to the framing of resolutions and/ or other requirements to facilitate the decision-making process. Monitoring and informing Councillor's and Whips in respect of breaches to Council's Rules of Order and Code of Conduct and making available details of non-compliance to the Speaker for the implementation of disciplinary measures. Overseeing the process of declaring the vacancy to the Independent Electoral Commission. Checking the execution of the Councillor Induction Programme for newly appointed Councillors and the relevant legislation, Terms of Reference, Rules of Order made available and orientation on Council's decision making processes attended to. Monitoring processes associated with the submission and circulation of information through Council and its Committees and the relevant actions required to address critical decision making issues that are deferred or approved for implementation. Co-ordination of all correspondence for the office of the Municipal Manager internally and externally. Serve as a link of all inter-departmental and intra-departmental programs and assist to drive and guidance of strategic and business operations of the municipality. Manage the financial affairs of the office of the Municipal Manager.

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](http://www.francesbaard.gov.za). Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job, 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: 16 August 2024

MUNICIPAL MANAGER, MS ZM BOGATSU