



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:

ADVERTISEMENT

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

Ref. no: 14/21

Contract post
TASK: 14

Basic salary: R412 872.00 – R535 956.00 (plus contractual benefits: pension, medical aid scheme, group life insurance, motor vehicle allowance, housing subsidy, 13th cheque)

Fixed term contract linked to the term of office of the incoming council which is performance based.

Requirements: A Senior certificate or equivalent qualification coupled with extensive four to six years municipal experience in the political office. Proven ability to communicate at 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 code EB 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 certified copies of ID and qualifications. 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/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. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.

Closing Date: 03 December 2021

MUNICIPAL MANAGER, MS ZM BOGATSU