

**INTERNAL & EXTERNAL ADVERTISEMENT NOTICE
(AS PER THE APPROVED POLICY)**

**EPHRAIM MOGALE
LOCAL MUNICIPALITY**

☎ 111
MARBLE HALL
0450
☎ 013-261 8400
☎ 013-261 2985



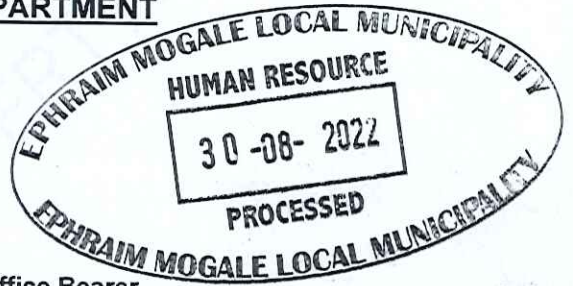
Leeuwfontein Office (013) 261 8509
Elandskraal Office (013) 268 8506
Zamenkomst Office (013) 973 9160
Traffic Section (013) 261 8400

Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned positions. The Municipality further commit to employment practices that promote the spirit as treasured in the Employment Equity Act, 1998 (Act 55 of 1998) as amended. People living with disabilities; Colored; Indians and women are encouraged to apply.

CORPORATE SERVICES DEPARTMENT

POST NO. 01

Department	:	Corporate Services
No. of Post	:	One (01)
Job Title	:	Manager in the Speaker's Office
Immediate Supervisor	:	Director Corporate Services.
Duration	:	Linked to the term of the Public Office Bearer
Remuneration	:	R 499 280.22 p.a Plus related benefits and 13 th Cheque(Excluding benefits)



REQUIREMENTS

Candidate must have Grade 12, Diploma in Public Administration/ Political Studies/ Human Resource Management or equivalent (NQF Level 6). 2 to 3 years relevant experience at supervisory level. A valid drivers license **KNOWLEDGE:** Proven understanding of socio-political environment. Proficiency in the interpretation of Local Government legislation. Proven ability to formulate policy, manage service delivery and manage a political office. Good planning, budgeting, communication and interpersonal skills.

DUTIES/TASKS

- Advise and support the Speaker on administrative and strategic decisions, assist and support the Speaker in executing the legislative responsibilities and any other duties delegated by Council.
- Manage personnel in the office of the Speaker.
- Ensure delivery of all key projects allocated to the Speaker on behalf of the Mayoral, Speaker and Council.
- Liaise with the Manager in the Office of the Mayor, Council support to ensure integration of activities between the Offices for improved service delivery to the community.
- Deal with high level correspondences.

**INTERNAL & EXTERNAL ADVERTISEMENT NOTICE
(AS PER THE APPROVED POLICY)**

- Be responsible for event management in the Office of the Speaker in liaison with the Secretary
- Develop, implement and oversee policies applicable to the Office of the Speaker, establishment the operation of Ward Committees.
- Oversee preparation of logistics and administration for events, workshops and conferences in the speakers office.

POST NO. 02

Department : Corporate Services
No. of Post : One (01)
Job Title : Manager in the Mayor's Office.
Immediate Supervisor : Director Corporate Services.
Duration : Linked to the term of the Public Office Bearer
Remuneration : R 499 280.22 p.a Plus related benefits and 13th Cheque (Excluding benefits)



REQUIREMENTS

Candidate must have Grade 12, Diploma in Public Administration/ Political Studies/ Human Resource Management or equivalent (NQF Level 6). 2 to 3 years relevant experience at supervisory level. A valid drivers license **KNOWLEDGE:** Proven understanding of socio-political environment. Proficiency in the interpretation of Local Government legislation. Proven ability to formulate policy, manage service delivery and manage a political office. Good planning, budgeting, communication and interpersonal skills.

DUTIES/TASKS

- Advise, assist and support the Mayor on administrative and strategic decisions, and any other duties and powers delegated.
- Manage personnel in the office of the Mayor.
- Attend to enquiries in the office of the Mayor on behalf of the Mayor.
- Facilitate and provide administrative and political support to the Mayor with regard to all functions in the Mayor's office.
- Oversee the development and implementation of strategies and operational policies in the office of the Mayor in terms of the legislation, Council policies and procedures.
- Prepare, manage and control annual operational budget of the office of the Mayor, ensuring the effective and efficient functioning of the office of the Mayor
- Brief the Mayor on how the issues are solved and the extended interventions and challenges.
- Provide executive and strategic advisory support to the Mayor and her executive committee.
- Ensure delivery of all key projects allocated to the Mayor on behalf of the Mayoral Committee/Council.
- Service as liaison between the office of the Mayor and the administration.
- Deal with all correspondence in the Office of the Mayor.
- Be responsible for event management in the Office of the Mayor

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- Organize and prepare for media briefings and interviews in liaison with the municipality 's communications division.
- Oversee preparation of logistics and administration for events, workshops and conference.

IMPORTANT INFORMATION

Applicants applying for this position must submit the fully completed and signed official "Application Form for Employment Non-Senior Managers Post(s)" which can be downloaded from the Ephraim Mogale Local Municipality's website on www.ephraimmogalelm.gov.za or obtainable from the HR Office and must be accompanied by their detailed Curriculum Vitae with proven experience and competencies, contactable references, registration with a relevant professional body, disclosing full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalized instituted against such applicant from current and previous employment, **original certified copies of academic qualifications as well as Identify Documents (ID) (not older than 3 months)**. Late faxed, e-mailed or applications not made on the official application form shall not be considered. Canvassing to any Councilors(s) or Official(s) for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by South African Qualifications Authority. Failure to submit all the required documents shall render the application invalid. Should you not hear from the Municipality within 90 working days after the Closing Date, regard your application as unsuccessful. The Municipality reserves the right of appointment on this position. Enquiries shall be directed to the Human Resource Office @ 013 261 8400 or 013 261 8425 and applications forwarded to: The Municipal Manager Ephraim Mogale Local Municipality, P O Box 111 Marble Hall 0450. Hand Delivered to Office of The Director Corporate Services, 13 Ficus Street Marble Hall, 0450.



People Living with Disability are encouraged to apply for this position.

The Closing Date for the position shall be: 08 September 2022 at 16h30.

**ST MATLADI
MUNICIPAL MANAGER**

20/08/2022
DATE

