

# **MOPANI DISTRICT MUNICIPALITY**

**MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION AS THE FOOD BASKET OF SOUTHERN AFRICA AND TOURISM DESTINATION OF CHOICE.**

**APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:**

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER.**

**POST: SENIOR MANAGER: CORPORATE & SHARED SERVICES.**

**DIRECTORATE: CORPORATE & SHARED SERVICES**

**POST: SENIOR MANAGER – CORPORATE & SHARED SERVICES.**

Applications are herewith invited from suitably qualified persons for appointment in terms of the Municipal Systems Act, act no. 32 of 2000 and Local Government Regulations on the Appointment and Conditions of Employment of Senior Managers of 17 January 2014, Government Gazette Number 37245 on a **Performance Based Contract** coupled to an annual renewable performance agreement.

Remuneration: RI 050 411- 1 196 881- 1 358 462 per annum. (*Package will be paid as per the determination of Upper Limits Circular No. 4897 released by the Minister of Corporative Governance and Traditional Affairs dated 30 May 2024*)

MINIMUM REQUIREMENTS: A Bachelor's Degree in Public Administration/ Management Science/Law or relevant equivalent qualification. Five (5) years' experience at Middle Management level. Have proven successful management experience in administration, Good knowledge and understanding of relevant policies and legislations. Good knowledge and understanding of institutional governance systems, performance management and the operations of Council. Understanding of supply chain management regulations. A qualification relating to the National Treasury Competency Requirements for Senior Officials e.g. MFMP and a Postgraduate qualification in the above field will be an added advantage. Prior knowledge of local government environment, excellence Communication & Negotiation Skills at all levels of government. Ability to promote strategic planning and innovative leadership. Computer literate in Word, Excel and Windows 2007 is required. A Code EB driver's license is essential. Further note that all shortlisted applicants will be subjected to security vetting clearance, information verification, signing of an employment Contract, performance agreement and disclosure of financial interest.

**KEY PERFORMANCE AREAS:** The successful candidate will report to the Municipal Manager and be responsible and accountable for the following: Oversee all facets of Human Resources Management, Training & development, Organisational Development and Individual Performance Management, Labour Relations, Provision of Council Secretariat/

Committee services, Co-ordinate legal advisory Services, Provision and Governance of information technology Services, and management of institutional facilities and records. Implementation and management of strategic goals, plans, procedures and policies of Council.

#### **DIRECTORATE: EXECUTIVE MAYOR'S OFFICE:**

##### **POST: MANAGER – (RE-ADVERT) OFFICE OF THE EXECUTIVE MAYOR. (PL. 2)**

The contract period is in line with the Municipal Staff Regulation on the appointment of the political office positions. The appointed candidate will be on a contract which is linked to the term of office of the political office bearer and not term of Council (Performance Based Contract) – that is, the contract period should not exceed a period ending thirty (30) days after the exit of the political office bearer. The remuneration package is **R880 173.12** per annum (Excluding benefits).

**REQUIREMENTS:** Grade 12 Certificate. Bachelor Degree/ B-Tech in Public Administration / Management / Political Science. 2-3 years' experience in middle management. Previous exposure to arranging meetings and conferences and other administrative and strategic management functions. Good conceptualization of the political and administrative interface. Working knowledge of the political and Council processes.

Shortlisted candidates will be subjected to security vetting clearance, and information verification, signing of an employment Contract, performance agreement and disclosure of financial interest. A Code EB driver's license is essential.

**KEY PERFORMANCE AREAS:** The successful candidate will be responsible and accountable for the following: Providing content support to the Executive Mayor. Responsible for the strategic planning, human resources and financial management in the Office of the Executive Mayor. Ensure strategic leadership and co-ordination of communication with the media on activities pertaining to the Office of the Executive Mayor. Conduct research, Oversee staff in the Political Office.

#### **DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

##### **1. POST: COORDINATOR – PUBLIC PARTICIPATION COORDINATOR (PL.4)**

**REMUNERATION:** R613 562.65– R677 193.74. Per annum (Excluding Benefits).

**REQUIREMENTS:** Grade 12. National Diploma in Public Management/Administration/Political Science or Equivalent qualification, plus 3-4 years' experience in government.

**Knowledge and Skills:** Government Legislations, Research Skills, Report Writing Skills, Computer Literacy, Communication Skills, Facilitation skills, Conversant with the local language, Knowledge of the geographical area, Leadership and Strong Negotiation Skills

**KEY PERFORMANCE AREAS:** Develop and coordinate public participation programs for the district in line with the Local Municipalities, facilitate the establishment of steering Committee and facilitate induction programmes, Facilitate Community Development Programmes, Maintain Stakeholder relations and promote Community Awareness , Facilitate Community Meetings, Implement Public Participation Programmes and Provide Administrative Functions. A Code EB driver's license is essential.

**WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AS THE APPOINTMENT WILL BE MADE ACCORDING TO THE COUNCIL'S EMPLOYMENT PLAN.**

**PLEASE NOTE:** Fraudulent qualifications will immediately disqualify any application. MDM Council always reserves the right not to appoint. Should you not receive any response within three (3) months after the closing date, regard your application as unsuccessful.

**Enquiries : Mr Lebalika P @015-811 6300**

Please forward your application **through the relevant prescribed form** (Senior Managers) and relevant prescribed form for the other positions accessible from Mopani Website - [www.mopani.gov.za](http://www.mopani.gov.za) **(Fax applications and Z.83 form not allowed)** together with your comprehensive CV and recent certified copies of your qualifications and the identity document to:

The Municipal Manager,  
Mopani District Municipality,  
Private Bag x9687,  
**GIYANI,**  
0826

**HAND DELIVERY TO:**

Government Buildings, Former Premier's Office,  
Mopani District Municipality,  
Ground Floor, Registry Office No. 13,  
**GIYANI,**  
0826

**CLOSING DATE: 18 JULY 2025.**

**MR MOGANO T.J.**  
**MUNICIPAL MANAGER**