



# MAHIKENG LOCAL MUNICIPALITY



The Mahikeng Local Municipality, the Capital of North West Province and an equal opportunity employer, offers exciting career opportunities for people with the necessary qualifications and experience and currently invite applications for the following vacant positions:

## OFFICE OF THE MUNICIPAL MANAGER:

1. **Position** : **Head: Legal & Evaluations**  
**Salary Level** : **02**  
**Salary Scale** : **R461 728.28 per annum.**  
**Requirements** : LLB Degree. A Minimum of three (3) years legal experience and two (2) years relevant Management experience. Extensive knowledge of law discipline, knowledge of Batho-Pele Principles. Admission as an Attorney will be required. Computer literacy. Valid code EB driver's license.

**Key Performance Areas:** \* Overall management of the Legal Services Unit \*Effective management and monitoring of the Unit's Budget. \* To provide legal opinion and advice to the Municipality. \* Representing the Municipality in matters of litigation. \* Drafting and review municipal by-laws. \* Drafting and quality assurance of SLA's and Contracts. \* Ensure effective records keeping of legal documents. \* Monitoring and promoting compliance within the Municipality. \* Manage and monitor external lawyers rendering service to the Municipality.

2. **Position** : **Manager: Communications**  
**Salary Level** : **03**  
**Salary Scale** : **R418 213.56 per annum.**  
**Requirements** : Bachelor's degree/ National diploma in Communication or equivalent. A minimum of three (3) Years' experience in Communication one (1) of which is at Managerial level, specifically in Local Government Extensive experience in Municipal media communication, both written and verbally. Ability to write in different voices and for different media. Ability to manage adverse range of communication projects. Computer Literacy and a code EB driver's licence.

**Key performance areas :** \*Manage corporate-related communication services in the Municipality, \*Promote the image of the Municipality, both inside and outside the public, \*sensitising and rendering advice on matters affecting the image of the Municipality and by marketing the work (service delivery) of the Municipality; \*act as a key point of communication between the Municipality and other stakeholders; \*Draft speeches for the Municipality and arrange platforms for them to engage on matters that affect the Municipality; \*Oversee the planning, co-ordination and management of publications, the ; \*Ensure that information is disseminated to communities on the work of the Municipality and Government at large and that effective communication channels exist between the Municipality and the communities;

3. **Position** : **Secretary to the Municipal Manager**  
**Salary Level** : **08**  
**Salary Scale** : **R 236 523.84 - R261 189.36 per annum**  
**Requirements** : Grade 12 plus Secretarial Diploma coupled with two (2) years relevant experience and extensive Computer Literacy. Microsoft Word, Excel and Power Point. Excellent Interpersonal and Communication skills. Excellent customer service skills and knowledge of Batho-Pele Principles.

**Key Performance areas :** \*Provides secretarial services to the Municipal Manager, \* Takes Minutes at meetings as determined by the Municipal Manager, \* Manages the diary of the Municipal Manager, \* Provide reception for the office of the Municipal Manager, \* Attend to all telephone calls and enquiries. \* Make follow-up assignments given to senior management, \* Ensuring safekeeping of documents.

## DIRECTORATE: CORPORATE SUPPORT SERVICES

4. **Position** : **Head: Administration**  
**Salary Level** : **02**  
**Salary Scale** : **R461 728.28 per annum.**  
**Requirements** : Bachelor's Degree\National diploma in Public Administration. A Minimum of three (3) years' experience in the relevant field of which two (2) years is at Managerial level. Computer literacy. Knowledge of Batho-Pele Principles and Corporate Governance. Extensive knowledge of administration. A Valid code EB driver's license.

**Key Performance Areas:** \* Lead and manage all staff in the administrative support services unit. Plan and monitor the annual capital and operational budget of the administration support services unit. Draw up strategic business plans for the administrative support service unit. Recommend administrative support services strategies and policies to the Director: Corporate support services.

5. **Position** : **Manager: General Administration**  
**Salary Level** : **03**  
**Salary Scale** : **R418 213.56 per annum.**  
**Requirements** : Bachelor's Degree\National diploma in Public Administration . A minimum of three (3) years' experience in administration one (1) of which is at Managerial level, specifically in a Municipal environment. Knowledge of Batho-Pele Principles and Corporate Governance. Extensive knowledge of Administration. Computer literacy. A Valid code EB driver's license.

**Key Performance Areas:** \* Overall management of Administration Section. \*Management of records and documents management system. \* Manages and coordinates the municipal archiving system. \* Manages and coordinates events within the Municipality. \* Manage the provision of Secretarial function in the Municipality. \* Manages and provides efficient cleaning services.\* Manage the procurement of officer facilities.

6. **Position** : **Head: Human Resources**  
**Salary Level** : **02**  
**Salary Scale** : **R461 728.28 per annum.**  
**Requirements** : Bachelor's Degree/ National Diploma in Human Resources Management. A Minimum of Three (3) years' experience in the relevant field of which two (2) years is at Managerial level Extensive knowledge of Local government legislations and labour law. Knowledge of Batho-Pele Principles. Computer literacy. Valid code EB driver's license.

**Key Performance Areas:** \* Lead and manage all staff in the human resources management unit. Plan and monitor the annual capital and operational budget of the human resources management unit. Draw up strategic business plans for the human resource management unit. Recommend human resource management strategies and policies to the Director: Corporate supports services to ensure proper development and implementation of human resources management strategies within broader council strategic framework to meet strategic objectives of the municipality.

7. **Position** : **Manager: Human Resources**  
**Salary Level** : **03**  
**Salary Scale** : **R418 213.56 per annum.**  
**Requirements** : Bachelor's Degree/ National Diploma in Human Resources Management. A Minimum of Two (2) years' experience in Human Resources and one (1) of which is at Managerial level, specifically in a Municipal environment. Computer literacy. Valid code EB drivers License. Knowledge of Batho-Pele Principles. Extensive knowledge of Local Government legislations and labour relations.

**Key Performance Areas** : \* Manage staff in the personnel management section. Compile, manage and control the annual capital and operational budget of the personnel management section. Develop and implement operational plan/s and workflow processes for personnel management section in line with council and directorate`s strategic objectives/priorities. Manage the recruitment and selection process in the municipality. \*Develop and maintain uniform, policies and procedures within the municipality. \* Manage the role description and job evaluation process in the municipality. \* Administer and maintain leave accusation functions.

8. **Position** : **Manager: Labour Relations**  
**Salary Level** : **03**  
**Salary Scale** : **R 418 213.56 per annum.**  
**Requirements** : Bachelor's Degree/ National Diploma in Labour Relations. A Minimum of three (3) years' practical experience one (1) of which is at Managerial level, specifically in a Municipal Environment. Extensive knowledge of labour legislation and labour sector. Knowledge about the Batho-Pele Principles corporate governance. Knowledge of bargaining council structure. Computer literacy. Valid code EB driver's license.

**Key Performance Areas** : \* Recommend to the Head: Human Resources Management and implement a Labour relations strategy and framework. Manage and administer the dispute resolution system in the municipality, so that the council settles dispute in a fair manner that conforms to the legislative requirements, bargaining council agreements and Council Labour relations policies and procedures and minimize all Labour disputes. Provide professional advice on consultation and negotiations with organized labour, to ensure that the municipality has effective collective bargaining strategy when dealing with organized labour. Advice on improvement and maintenance of employer-employee relationship.

#### **DIRECTORATE: PLANNING & DEVELOPMENT**

9. **Position** : **Head: Local Economic Development**  
**Salary Level** : **02**  
**Salary Scale** : **R461 728.28 per annum.**  
**Requirements** : A relevant Degree or equivalent qualifications (NQF Level 6) in Economic and management Sciences or Development planning with Three (3) - two (2) considerable management experience at senior level in the Local Economic Development field. Exposure to community development will be an added advantage. Computer literacy and Code EB driver's license. Knowledge of Batho-Pele principles, corporate governance principles. Have knowledge of all relevant legislations and regulations. Working knowledge of strategy and policy development with implementations thereof. Knowledge in Tourism, Marketing, Agriculture and Rural Development and SMME Development.

**Key Performance Areas:** \* Lead and manage all staff in local economic development unit. Plan and monitor the annual capital and operational budget of the local economic development unit. Oversee the management of arts and culture programs in the municipality. Draw up strategic business plans for the local economic development unit.

10. **Position** : **Building Inspectors X2**  
**Salary Level** : **08**  
**Salary Scale** : **R236 528.84 – R261 189.36 per annum**  
**Requirements** : Trade test artisan in civil/construction industry. Code B Driving license. Two (2)- Three (3) Years' experience in building environment. NQF level 5. Applicant must have thorough understanding and comprehensive know how of National Building Regulations, SABS Code of practice.

**Key Performance Areas:** \* Implementation of the National Building Regulation and town-planning scheme to regulate building functions. Inspection on all building and developments to ensure safety and compliance. Compiles contravention letters to owners/developers properties ensuring compliance with regulations. Preparing and presenting investigational reports. Processing/approving and issuing compliance notices to align practices.

#### **DIRECTORATE: COMMUNITY SERVICES**

11. **Position** : **Head: Community Facilities**  
**Salary Level** : **02**  
**Salary Scale** : **R461 728.28 per annum.**  
**Requirements** : Bachelor's Degree/ National Diploma in Library Science or equivalent. A minimum of three (3) year's relevant experience in Community Facilities, of which two (2) is at managerial level. Knowledge of Batho-Pele Principles and corporate governance. Extensive knowledge in public/community, facilities (halls & libraries). Knowledge of all relevant legislation and regulations. Working knowledge of strategy and policy development with implementation. Knowledge of computerised library system. Code 8 driver's license.

**Key performance areas:** \*Lead and manage the procurement of office facilities and accommodation for the Municipality, \*Leads and Manages staff in the Community Facilities. \*Draw up strategic business plan for the community facilities. \*Represents the Community Facility in all meetings \*Responsible for marketing and promotion of Community Services.

12. **Position** : **Head: Health Services**  
**Salary Level** : **02**  
**Salary Scale** : **R461 728.28 per annum**  
**Requirements** : Bachelor's Degree/ National Diploma in Public Health or equivalent. A minimum of (3) Years relevant experience in Health Services environment of which two (2) is at managerial level. Knowledge of Batho-Pele Principles Corporate Governance. Have knowledge of all relevant legislations. Working knowledge of strategy and policy development with implementation. Computer Literacy. Code 8 driver's license. Registration with health Professional Council is required.

**Key performance areas:** \*Lead and manage the procurement of office facilities and accommodation for the municipality. \*Manages staff in the Health Services Section. \*Controls and manages the document management system. \*Manages and co-ordinates the municipal achieving system. \*Manages and co-ordinates events within the municipality. \* Manage the provision of Secretarial Function in Municipality.

13. **Position** : **Librarian**  
**Salary Level** : **08**  
**Salary Scale** : **R236 523.84- R261 189.36 per annum.**  
**Requirements** : Applicants must be computer literate and in possession of a Degree in Library & Information Studies or any other equivalent Degree coupled with a Post Graduate Diploma in library & information services. At least (3) three year's working experience in the relevant field, two of which at supervisory level, with a valid code EB driver's license. Experience in public/community library and knowledge of a computerized library system will be added advantage.

**Key performance areas:** \* Manage, administer and monitor the professional and non- professional services of the library of the Local Municipality.\* Plan and monitor the spending of operational budget allocated for library services in the Municipality.\* Develop and review policies and procedure manuals related to library services.\* Initiate and monitor implementation of reading awareness and other library promotion programmes and activities.\* Report and advice the Municipality and the provincial library services of the developments in the library service of the Municipality. \* Supervise the library services staff.

#### **DIRECTORATE : FINANCE**

14. **Position** : **Head: Data Processing**  
**Salary Level** : **02**  
**Salary Scale** : **R461 728.28 per annum**  
**Requirements** : Bachelor's Degree/ National Diploma in computer is required or equivalent. A minimum of (3) Years relevant experience in Data Processing of which two (2) is at managerial level. Knowledge of Batho-Pele Principles Corporate Governance. Have knowledge of all relevant legislations. Working knowledge of strategy and policy development with implementation. Computer Literacy. Code 8 driver's license.

**Key performance Areas:** \* Compiles and manage annual operating and capital budget of IT/Data, \* Manages and directs staff at Data section, Represent the unit in all meetings, oversee the development and implementation of strategic and operational policies of the unit and the municipality, \*Develops systems and models for data section and other directorates.

15. **Position** : **Head: Supply Chain**  
**Salary Level** : **02**  
**Salary Scale** : **R461 728.28 per annum**  
**Requirements** : B Com Degree/ National Diploma is required or equivalent. A minimum of (3) Years relevant experience in Supply Chain Management of which two (2) is at managerial level. Knowledge of General Recognised Accounting Principles (GAAP) and SA GAAP. Knowledge of MFMA and Other financial regulations and legislations governing the Local Government

Knowledge of Batho-Pele Principles Corporate Governance. Working knowledge of strategy and policy development with implementation. Computer Literacy. Code 8 driver's license.

**Key performance Areas:** \* Compiles and manage annual operating and capital budget of Supply Chain Unit, \* Manages and directs staff at Supply Chain section, Represent the unit in all meetings, oversee the development and implementation of strategic and operational policies of the unit and the municipality,

#### **DIRECTORATE: PUBLIC SAFETY**

16. **Position** : **Fire Fighters X20**  
**Salary Level** : **10**  
**Salary Scale** : **R166 897.08 – R 189 836.76**  
**Requirements** : Grade 12 plus Fire Fighter I & II. BAA registered Hazmat Awareness and Operation plus code 10 driver's license. At least (2) two year's working experience in Emergency Services. Experience in fire department will be added advantage.

**Key performance areas:** \* Should be able to drive heavy trucks and fight fires. \* Provide reports to give detailed description of scene on an event \* Rescuing to reduce damage to properties unaffected and to rescue occupants from the building or vehicle. \* Hazmat to prevent chemical spillage in damaging environment and putting life and health at risk.

17. **Position** : **Manager Fleet Management**  
**Salary Level** : **03**  
**Salary Scale** : **R418 213.56 per annum.**  
**Requirements** : Bachelor's Degree/ National Diploma in in Fleet Management or equivalent Exposure in Fleet/Transport management. A Minimum of three (3) experience in managing municipal fleet experience one (1) of which is at Managerial level. Knowledge about the Batho-Pele Principles corporate governance. Computer Literacy. Valid code 10 driver's license with P.D.P

**Key performance areas:** \* Manage and control all municipal fleet, ensure effective fleet management services, Administrative, personnel management and reporting functions, interacts with the institutions/persons to ensure that the execution of the post responsibilities are met.

18. **Position** : **Head: Testing & Licensing**  
**Salary Level** : **02**  
**Salary Scale** : **R461 728.28 per annum.**  
**Requirements** : Bachelor's Degree\National diploma in Testing Licensing and Registration ration. A Minimum of three (3) years' experience in the relevant field of which two (2) years is at Managerial level. Computer literacy. Knowledge of Batho-Pele Principles and Corporate Governance. Have knowledge of all relevant legislations. Working knowledge of strategy and policy development with implementation. A Valid code EB driver's license.

**Key performance areas:** \* Lead and manage all staff in the testing and licensing. \* Plan and monitor the annual capital and operational budget of the Law Enforcement unit. \* Oversee the provision and management of effective and efficient motor vehicle testing services. \* Represents the testing and licensing unit in all meetings.

#### **DIRECTORATE: INFRASTRUCTURE**

19. **Position** : **Manager Water & Sanitation**  
**Salary Level** : **03**  
**Salary Scale** : **R418 213.56 per annum.**  
**Requirements** : Bachelor's Degree/ National Diploma in Civil/Water Engineering, Chemistry or Microbiology. A Minimum of Two (2) years' experience as Technician responsible for operation and maintenance of Water & Sanitation or Laboratory (Water Quality) Service and one (1) of which is at Managerial level. Knowledge of Batho-Pele Principle and Corporate Governance.

Computer Literacy and a valid code 8 drivers license. Membership of South African Council for Natural Scientific Professionals (SACNASP) and Engineering Council of South Africa (ECSA) or other appropriate recognized professional Engineering bodies is required.

**Key Performance Areas** : \* Manage staff in the Water & Sanitation sub Directorate. Compile, manage and control the annual capital and operational budget of the Water & Sanitation section. Develop and implement operational plan/s and workflow processes for the section in line with council and directorate`s strategic objectives/priorities. Recommend strategies and policies relating the Water & Sanitation to the Head: Water & Sanitation. Oversee the construction, provision, management and maintenance of municipal water and Sanitation network in municipal area of jurisdiction, Oversee the provision and management Water Quality and SHEQ.

Mafikeng Local Municipality is an equal opportunity employer and has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Applications should be made on the Municipality`s Official application forms obtainable from Personnel Section and must be accompanied by detailed Curriculum Vitae, certified copies of qualifications, ID-document and driver`s license. Correspondence will be limited to successful candidates only. **If applicants have not been contacted within three (3) months after the closing date of this advertisement please regard your application as unsuccessful.** Council reserves the right not to appoint.

Enquiries should be made to the Directorate: Corporate Support Services, Human Resources Section, during normal office hours at telephone number (018) 389 0111/0237. **FAXED APPLICATIONS WILL NOT BE CONSIDERED.**

Applications clearly marked "VACANCY" must reach the undersigned not later than the closing date.  
**The Municipal Manager, Mafikeng Local Municipality, Private Bag x 63, Mmabatho, 2745**

Closing Date : **31<sup>st</sup> January 2017**

NB: PLEASE NOTE THAT SUCCESSFUL CANDIDATES WILL BE SUBJECTED TO SECURITY CHECKING AND VETTING BEFORE APPOINTMENT.

**SIGNED**  
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**MR THABO MOKWENA**  
**ACTING MUNICIPAL MANAGER**

Notice no. 01 /2017