



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

MANAGER (STRATEGIC SUPPORT)

FIVE-YEAR FIXED TERM CONTRACT

Salary Grade: (T15) R633 578.37 – R822 424.57 (Total Cost To Company) • Ref No. MM M 5/5/4/2/1

Requirements: • Matric/Grade 12 • 3 - year qualification (NQF Level 6/7) in Public Administration/Management or equivalent qualification • 5 years' experience within a comparable environment preferably gained within local government • Knowledge of related municipal structures and excellent communication skills, verbal skills and written skills both in English and isiZulu • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key attributes: • Ability to deal with confidential information • High levels of integrity, as well as a good interpersonal skills • Above average levels of commitment • Ability to work under pressure.

Key performance areas: • Overall management of the Office of the Mayor • Conduct research on behalf of the Mayor • Prepare speeches for the Mayor • Collate information for all media releases and slots • Ensure effective lines of communication between the Office of the Mayor and other stakeholders • Compile and present reports to top management • Manage and maintain an internal filing system • Follow up on all correspondence sent out of the office for reply • Manage all incoming and outgoing mail in the Office of the Mayor • Ensure the provision of administrative support to the Mayor and his meetings • Co-ordinate Mayoral public appearance and community participation activities • Draft responses to correspondence on behalf of the Mayor • Manage financial and physical resources in the Mayors' Office and other Political Offices.

LOSS CONTROL MANAGER

Salary Grade: (T15) R 487 367.98 - R632 634.29 p.a. (plus applicable benefits) • Ref No. MM M 5/5/4/2/2

Requirements: • Grade 12/Matric • 3 - year qualification (NQF Level 6) Public Administration, Public Management, Risk Management, Auditing or equivalent qualification • 4 - 5 years' experience in the relevant field of which 3 years' should be at a supervisory level • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Participate in the development of the Integrated Development Plan, Service Delivery and Budget Implementation Plan and Annual Report of the Municipality • Adhere to all prescripts relating to the section in respect of the Supply Chain Management Policy and Procedure • Manage investigations that are undertaken for alleged and actual theft, violations of policy and compliance concerns • Advise management on how to act appropriately and legally when there are cases of theft, vandalism, accident and injury • Monitor and ensures adequate internal control systems and procedures are implemented • Conduct asset validation together with asset management section of the Municipality in respect of asset acquisitions from capital and operating votes • Investigate internal theft incidents ethically and on time • Initiate internal investigations of problems such as employee theft and violations of organizational loss prevention policies • Facilitate loss prevention programmes by coordinating training sessions to employees and Councillors • Monitor if staff is appropriately trained in loss prevention • Monthly reporting to the Loss Control Committee.

Enquiries should be directed to: Human Resources Unit, on tel: (039) 834 8756/5504/8752. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website: www.harrygwalamm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document and driver's licence must be addressed to: **The Municipal Manager for Attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X501, Ixopo, 3276, or can be hand delivered at: 40 Main Street, Ixopo, 3276, to reach us no later than 15h00, 28 March 2022.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to an immediate disqualification. The Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidate could be found.

NB: All applications must be submitted using the Harry Gwala District Municipality application form and failure to do so will lead to a disqualification.

MRS A.N. DLAMINI: MUNICIPAL MANAGER