

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

EXECUTIVE SUPPORT

Position: Divisional Manager: Intergovernmental Relations, Protocol and Communications

Post Level: 03 • REF: 4/3/1/PF- MC36SECO001

Salary: R 621 996 (Basic Salary per annum excluding Municipal Employee Benefits plus 750km Travelling Allowance)

REQUIREMENTS: Grade 12. National Diploma in Public Management / International Relations/ Communications. The applicant must have 5 years' experience and 3 years at a supervisory level and extensive experience and understanding of protocol and ceremonial services. The applicant must be computer literate and have a driver's license (C1) and his/her own roadworthy vehicle. **COMPETENCIES:** Excellent planning, leadership and organizational skills. Communications skills. Knowledge of current communication trends. Project management experience. Knowledge of IGR framework, administration, national orders, MSA, PFMA and Local Government. **DUTIES:** Media monitoring, scanning analysis. Development, production and distribution of internal and external publications. Ensure functionality of District Communicators Forum. Manager and coordinate IGR related activities as per Waterberg District Municipality protocol framework. Ensure that all Protocol and ceremonial matters are attended to with regard to political principals in events. Project a positive image of the Political principals, advice on protocol and ceremonial matters. Manage and co-ordinate public appearances of the Political Principals. Accompany Political Principals on official visits locally and abroad on special request.

Position: Personal Assistant: Speaker (Employment contract linked to term of Office of the Speaker)

Post Level: 06 • REF: 4/3/1/PF- MC36SESE004

Salary: R 595 518.44 (All inclusive remuneration package)

REQUIREMENTS: Grade 12 and Certificate in Secretariat / Office Management / Public Relations. Computer literacy plus 2-3 years' experience as an administrator. Knowledge of Local Government operation. **COMPETENCIES AND SKILLS:** Good interpersonal relation, strong office administration, communication skills, time management. Must have strong computer knowledge (office applications). **KEY PERFORMANCE AREAS:** Scheduling, confirming and updating the diary of the Speaker and alerting or indicating priority/urgent meeting requiring attention. Organising, confirming and scheduling meetings / appointments with internal departments and external stakeholders. Arrangements of travelling logistics for the Speaker and full time members of the Mayoral Committee. Perusing Council and Committee Agenda and Minutes of meetings and identifying with items requiring the attention of the Speaker. Maintains and access records of discussions, instructions and correspondences. Screen all calls and visitors, take messages and returns calls. Receiving and communicating with guests, complaints and/or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention. Attend to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding sequences to facilitate accessibility to information. Performs administrative activities associated with preparation of documents and correspondence for circulation.

Position: Executive Mayoral Driver (Employment contract linked to term of Office of the Executive Mayor)

Post Level: 09 • REF: 4/3/1/PF- MC36SESE003

Salary: R 409 868.28 (All inclusive remuneration package)

REQUIREMENTS: Grade 10 qualification, driver's license plus 3 years experience as a driver. Be able to communicate in at least two official languages preferably Sepedi and English. **KNOWLEDGE AND SKILLS:** Various Local Municipalities within the Waterberg District Municipalities and the Limpopo Province. Using street maps. Ability to work independently and cope with workload pressure. Be prepared to work irregular hours including weekends. Political protocols. Planning, driving, map reading, time management, good interpersonal relations skills. **KEY PERFORMANCE AREAS:** Performs activities/ tasks associated with specific travel requirements for the Executive Mayor and her Dignitaries. Transports the Executive Mayor to/ from scheduled public events and functions. Identifying with locations and venues and establishes routes, taking into consideration risk/ safety aspects. Communicating with the Secretary of the Executive Mayor in respect of the program/ schedule of meetings. Checking specific safety requirements have been complied with prior to departure and using designated routes to specific locations/ venues. Conducting and recording details of vehicle safety inspections and/ or informs the Secretary to activate maintenance requisitions and confirm service/ repair appointments.

OFFICE OF THE MUNICIPAL MANAGER

Position: Monitoring and Evaluation Officer

Post Level: 06 • REF: 4/3/1/PF- MC36MMDP003

Salary: R 408 456.00 (Basic Salary per annum excluding Municipal Employee Benefits)

REQUIREMENTS: Grade 12, National Diploma in Human Resource Management/Public Administration / Local Government Administration / Management. Computer literacy plus 2-3 years' experience of Local Government operation. **COMPETENCIES AND SKILLS:** Good interpersonal relation, strong office administration, communication skills, time management. Must have strong computer knowledge (office applications). **KEY PERFORMANCE AREAS:** Provides guidelines and information on the Performance Management Systems. Applies methods and standards to determine specific requirements and dimensions of Performance Management. Co-ordinates specific procedures associated with the implementation and execution of Performance Management. Provides information and/ or reports on the status and outcomes internally/ externally. Coordinate the development of departmental SDBIP. Advise departmental managers in development of indicators and setting of quarterly target. Develop assessment template for all Department. Facilitate and Draft Service Delivery Schedule (SDS) for the Service Delivery and Budget Implementation Plan. Coordination of District M & E forum. Perform secretariat duties of the forum. Perform M & E as prescribed Monitoring and evaluation framework 2011. Developed and Maintain the M&E strategy. Maintain the Back to basics Action plan.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's license and a signed covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background check and a security vetting will be done for all the successful candidates. Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 or Mr J Matlou at 014 718 3339 during office hours.

Closing Date: 31 January 2022

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful.

The Waterberg District Municipality reserves the right not to appoint or fill the advertised post.

P RAPUTSOA - MUNICIPAL MANAGER



**WATERBERG DISTRICT
MUNICIPALITY**