



## **RE-ADVERTISEMENT**

**VACANCIES: COMMUNITY PARTICIPATION AND GOOD GOVERNANCE  
FIXED TERM CONTRACT**

**EXTERNAL:**

**Whereas community participation and good governance continues to be strategic Key Performance Area in Local Government. In order to fulfill that, the municipality hereby invites suitably qualified candidates to fill in the following vacancies.**

**CLOSING DATE: 24 DECEMBER 2021 (12h00)**

Invitations are invited from applicants who meet the requirements of the following vacancies

<b>VACANCY</b>	<b>REMUNERATION LEVEL</b>	<b>REQUIREMENTS</b>	<b>DUTIES</b>
Manager: Mayor's Office	<b>(Post level 3) R 342 927-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Diploma in Social Science</li> <li>➤ Supervisory Experience in municipal environment</li> <li>➤ Computer Literate</li> </ul>	<ul style="list-style-type: none"> <li>➤ To keep the Mayor up to date on any outstanding matters viz; Council resolutions, appointments, replied to correspondence and checking of typing</li> <li>➤ Ensure that all correspondence to and from the Mayor is filed properly</li> <li>➤ Responsible for Mayoral gowns and chains</li> <li>➤ Control the budget of the Mayor and report thereon as requested by MFMA</li> <li>➤ Advise the Mayor on various legislation</li> <li>➤ Supervise the work of the subordinates</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Carry out any other duties delegated by the Mayor or Manager</li> <li>➤ Supervise the work of CDW's</li> <li>➤ Report in the annual report the achievement of the Mayor</li> <li>➤ Arrange and coordinate Mayoral, Provincial and National events</li> </ul>
PA Office of the Mayor	<b>Post level 5) R 281 214-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>➤ To make notes and type documents: By taking minutes during meetings attended by the Mayor and record them on the computer</li> <li>➤ Answer phones calls on time, take messages, take notes and redirect calls</li> <li>➤ To make arrangements for meetings</li> <li>➤ To maintain a filing system</li> <li>➤ To administer the Mayor's diary</li> <li>➤ To coordinate office programmes</li> <li>➤ To make arrangements to Mayor travelling and accommodation</li> <li>➤ To receive Speaker's visitors</li> <li>➤ To provide administrative support for effective functioning of the office of the Mayor</li> <li>➤ Obtain and organize information and supporting data for meetings, projects, presentations and reports</li> <li>➤ Administer office correspondence</li> <li>➤ Assist with preparations and liaising with selected stakeholders in respect of office administrator</li> <li>➤ Ensure effective communication, good customer relations and mail management with in the Mayor's Office</li> </ul>
Co-ordinator disability	<b>Post level 6) R 238 146-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Municipal or community-based experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conduct research and develop a database on disabled persons and the aged</li> <li>➤ Establishment of a Forum for disabled and aged with government departments and other alliance partners</li> <li>➤ Provide a platform for advocacy and public information.</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Carry out any other duties delegated by the Mayor or manager</li> </ul>
Co-ordinator Youth	<b>Post level 6) R 238 146-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Municipal or community-based experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conduct research into Youth Development and its impact to the municipality</li> <li>➤ Co-ordinate the information of Youth Council</li> <li>➤ Provide platform for advocacy, public information and planning for Youth structures in the Municipality as well as facilitating participation and contribution in the economic development in our area and district</li> <li>➤ Co-ordinate youth from all departments</li> <li>➤ Carry out any other duties delegated by the Office of the Mayor</li> <li>➤ Submission of monthly reports to the office of the Mayor</li> <li>➤ Identifying of scarce skills amongst young people</li> </ul>
Manager: Speaker's Office	<b>Post level 3) R 342 927-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Diploma/in Social Science</li> <li>➤ Supervisory Experience in municipal environment</li> <li>➤ Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>➤ Advise the Speaker on policy and strategic matters.</li> <li>➤ Ensure effective and efficient administration of the Speaker's office.</li> <li>➤ Manage operations in the Speaker's office.</li> <li>➤ Monitor and evaluate implementation of strategic and operational plans</li> <li>➤ Draft high level official correspondence. By administratively assisting the Speaker with the writing of official memos, letters and notices to internal and external stakeholders</li> <li>➤ Report to enquiries received from internal and external stakeholders</li> <li>➤ Prepare reports on behalf of the Speaker</li> <li>➤ Control the budget of the Speaker's office</li> <li>➤ Ensure that related tasks of other staff members in the office are submitted, controlled and quarterly assured</li> <li>➤ Willing to work under pressure</li> </ul>

PA Office of the Speaker	<b>Post level 5)</b> <b>R 281 214-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>➤ To make note and type documents: By taking minutes during meetings attended by the Speaker and record them on the computer</li> <li>➤ Answer phone calls on time, take messages, take notes and redirect calls</li> <li>➤ To make arrangements for meetings</li> <li>➤ To maintain a filing system</li> <li>➤ To administer the Speaker's diary</li> <li>➤ To coordinate office programmes</li> <li>➤ To make arrangements for Speaker's travelling and accommodation</li> <li>➤ To receive Speaker's visitors</li> <li>➤ To provide administrative support for effective functioning of the office of the Speaker</li> <li>➤ Obtain and organize information and supporting data for meetings, projects, presentations and reports</li> <li>➤ Administer office correspondence</li> <li>➤ Assist with preparations and liaising with selected stakeholders in respect of administrator</li> <li>➤ Ensure effective communication, good customer relations and mail management within the Speaker's office</li> </ul>
Administrator office of the Speaker	<b>Post level 6)</b> <b>R 238 146-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>➤ Co-ordinates and control the Speaker's administrative functionality and attends to the implementation of procedures, systems and controls to facilitate and support the recording , updating, circulation and maintenance of information from or to stakeholders with regard to activities in the Speaker's office</li> <li>➤ Receiving and redirecting of telephone calls and correspondences</li> <li>➤ Provide inventory control and requisition of office material for the department</li> <li>➤ Make logistics arrangements for administrative activities such as meetings</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Take and compile minutes and ensure the completion of attendance register as well as distribution of minutes of meetings</li> <li>➤ Perform specific clerical tasks associated with the updating of information and maintenance activities, generating transactional forms/work orders as well as being the chief custodian of equipment and documents</li> <li>➤ Receiving and transferring complaints/enquiries and providing general support</li> <li>➤ Type letter and memos for all personnel in the office of the Speaker</li> <li>➤ Finalizing travelling and accommodation arrangements</li> </ul>
CLO (X5)	<b>Post level 6) R 238 146-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Municipal or community-based experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Advise the Speaker as well as Council on the involvement of communities in the formulation of relevant policies</li> <li>➤ Responsible for public participatory activities and programmes e.g Imbizo and budget consultation meetings</li> <li>➤ Co-ordinate loco inspections meetings</li> <li>➤ Liaise with the community and community structures regarding their needs and find mechanisms to address concerns of the community</li> <li>➤ Liaise with the Municipal Manager and officials from different departments regarding the needs of the community based on the approved policies</li> <li>➤ Maintain partnership with the community as well as ensuring community involvement and communication</li> <li>➤ Interpret the overall payment of services campaign strategies and advise council accordingly</li> <li>➤ Education community and stakeholders about payment services</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Organize clients to submit proposals and complaints in respect of "Batho-Pele principles in order to improve service delivery levels</li> <li>➤ Embark on a project of providing information of council activities and policies by means of video, media and other leaflets information at educational institutions and the general public</li> <li>➤ Submission of detailed progressive reports on a monthly basis to the Manager Community participation who will consolidate the report to CLOs and submit to the Speaker</li> <li>➤ Work overtime and weekends</li> </ul>
Public Participation Officer- Office of the Speaker	<b>Post level 6) R 238 146-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Municipal or community-based experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provide support to the office of the Speaker Provide secretariat services in all public activities of the municipality.</li> <li>➤ Liaise with the community on municipal programmes</li> <li>➤ Ensure functionality of Ward Committees</li> <li>➤ Prepare and consolidate Ward Committee reports for the Office of the Speaker, Municipal Manager and other organs of state.</li> <li>➤ Facilitate outreach programmes for the municipality</li> <li>➤ Facilitate the IDP public participation process.</li> <li>➤ Develop and implement Public Participation Strategies.</li> <li>➤ Build capacity to the ward committees and public about functions and powers of Local Government.</li> <li>➤ Investigate and advice on service delivery</li> <li>➤ Develop and assist municipalities in institutionalizing municipal public participation and communication programs to improve public participation in municipal affairs;</li> <li>➤ Build the capacity of municipal elected bodies;</li> <li>➤ Design the mechanisms and provide support to municipalities in conducting public consultations and hearings;</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Design, initiate and institutionalize customer satisfaction surveys to ensure citizen feedback and to improve service delivery.</li> <li>➤ Develop and assist municipalities in institutionalizing gender sensitive municipal public participation and communication programs to improve public participation in municipal affairs.</li> <li>➤ Develop municipal public participation and communication programs and strategies.</li> <li>➤ Develop and introduce a mechanism and identify key actors for the implementation of municipal public participation and communication;</li> <li>➤ Introduce and support municipalities in the use of various communication techniques;</li> <li>➤ Identify needed assistance, equipment and technologies for the implementation of public participation and communication programs and support the implementation of public outreach program</li> </ul>
Driver of the Mayor	<b>Post level 6)</b> <b>R 238 146, 00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Valid driver's license</li> <li>➤ Advance driving skills certificate will be an added advantage</li> <li>➤ Three years driving experience</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provide transport services for the Mayor to functions and meetings</li> <li>➤ Support VIP functions so that any protocol arrangement are dealt with accordingly.</li> <li>➤ Ensure well-being and safety of the Mayor</li> <li>➤ <b>Perform hand mail delivery services for the Mayor</b></li> </ul>
MPAC Manager- Office of MPAC	<b>Post Level 3)</b> <b>R 342 927-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ National Diploma – Public Administration/ Management</li> <li>➤ Code B driver's license</li> </ul>	<ul style="list-style-type: none"> <li>➤ Advise MPAC on accountability and oversight matters</li> <li>➤ Provide administrative support to functionality of the committee</li> <li>➤ Assist the committee to run its affairs</li> <li>➤ Draw the annual MPAC annual plan in line with municipal circle</li> <li>➤ Source municipal council documents and reports that are needed to perform its duties</li> <li>➤ Review and investigate all matters referred to the committee by other council committee</li> <li>➤ Ensure that the reports are tabled in council and track the implementation of MPAC resolution</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Ensure proper management of MPAC records and files</li> <li>➤ Develop process and procedures for MPAC operations</li> <li>➤ Analyse AFS and performance reports and annual reports</li> <li>➤ Provide technical and secretarial services for MPAC</li> </ul>
Administrator MPAC	<b>Post level 6) R 238 146-00</b>	<ul style="list-style-type: none"> <li>➤ Grade 12</li> <li>➤ Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>➤ Co-ordinates and control the MPAC administrative functionality and attends to the implementation of procedures, systems and controls to facilitate and support the recording , updating, circulation and maintenance of information from or to stakeholders with regard to activities in the MPAC office</li> <li>➤ Receiving and redirecting of telephone calls and correspondences</li> <li>➤ Provide inventory control and requisition of office material for the department</li> <li>➤ Make logistics arrangements for administrative activities such as meetings</li> <li>➤ Take and compile minutes and ensure the completion of attendance register as well as distribution of minutes of meetings</li> <li>➤ Perform specific clerical tasks associated with the updating of information and maintenance activities, generating transactional forms/work orders as well as being the chief custodian of equipment and documents</li> <li>➤ Receiving and transferring complaints/enquiries and providing general support</li> <li>➤ Type letter and memos for all personnel in the office of the MPAC</li> <li>➤ Finalizing travelling and accommodation arrangements</li> </ul>

**NB: Municipal APPLICATION FOR EMPLOYMENT FORM will be accepted (Obtainable at the Human Resources Office) and must be clearly marked with the Post Title e.g COMPUTER OPERATOR and accompanied by certified**



**copies of certificates and qualifications. All duly completed applications for employment must be directed for the attention of Manager Personnel (P. Mogale), Corporate Wing.**

**NB: The above positions will be aligned to the Local Government Staff Regulations which will be effective from the 1 July 2022 without any financial implications to the municipality**

**K.J. Leseisane  
Municipal Manager  
Private Bag X3  
Wolmaransstad  
2630**

**NOTICE NO. 33/2021**

**REF: 4/3/5/R**