

MORETELE LOCAL MUNICIPALITY



Moretele Local Municipality is a Grade 3 municipality with its seat in Mathibestad. Moretele hereby invites applications from suitable qualified candidates who are committed, self-driven high-calibre and trend-setting strategist individuals to fill the following positions. Employee Targets will apply.

OFFICE OF THE MUNICIPAL MANAGER

Director: HR & Corporate Support Services

Conditions of Service: Permanent | To be stationed at Mathibestad

Salary: In Line with the Local Government Upper Limits of total cost remuneration packages payable to Managers directly accountable to Municipal Managers of a Category 3 Municipality in terms of Government Gazette No 50737 dated 30 May 2024 is (Minimum) R965 958.00 (Midpoint) R1 103 953.00 and (Maximum) R1 224 083.00

Higher Education Qualification: •Bachelor's Degree in Public Administration/Management Sciences/ Social Sciences/Law or equivalent as prescribed by Government Gazette number 37245 dated 17 January 2014. **Work Related Experience:** •5 years experience at middle management level •Have proven successful management experience in administration. **Knowledge:** •Good knowledge and understanding of relevant policy and legislation •Good understanding of institutional governance systems and performance management •Must have extensive knowledge of the public office environment •Understanding of council operations and delegation •Good Knowledge of corporate support services, including Human Capital Management; Legal services; Facilities Management; Information Communication Technology; and Council Support •Budget and finance management •Records Management •Ability to be an innovative and strategic leader •Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) •Good governance •Labour Relations Act and other labour related prescripts •Legal background and human capital management and knowledge of coordination and oversight of all specialized support functions. **Additional Requirements:** •Valid driver's licence •No criminal record.

Key Performance Areas: •Planning budgeting and management of the department responsible for personnel administration and management •Submit regular reports to the Municipal Manager •Oversee organizational structure development and performance management system •Facilitate the formulation and review of municipal by-laws and policies •Development implementation and maintenance of appropriate systems, controls and procedures to ensure fair, efficient, effective and transparent human resources administration, occupational health and safety •Oversee the administration of benefits •Responsible for human resources development, development of workplace skills plan, employment equity plan, employee assistance programme and relations •Manage auxiliary services, registry and support services.

Director: Local Economic Development/Planning

Conditions of Service: Permanent | To be stationed at Mathibestad

Salary: In Line with the Local Government Upper Limits of total cost remuneration packages payable to Managers directly accountable to Municipal Managers of a Category 3 Municipality in terms of Government Gazette No: 50737 dated 30 May 2024 is (Minimum) R965 958.00 (Midpoint) R1 103 953.00 and (Maximum) R1 224 083.00

Higher Education Qualification: •Bachelor of Science Degree in Building Science/ Architecture/Bachelor's Degree in Town and Regional Planning or Development Studies or equivalent •A Certificate in Municipal Finance Management Programme (MFMP) or Certificate Programme in Municipal Development (CPMD) in line with Government Gazette Number 37245 dated 17 January 2014. **Work Related Experience:** •5 years experience at middle management level •Have proven successful Professional Development/Town and Regional Planning experience. **Knowledge:** •Advanced knowledge and understanding of relevant policy and legislation •Advanced understanding of institutional governance systems and performance management •Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) •Knowledge of geographical information system •Knowledge of spatial, town and development planning •Ability to be an innovative and strategic leader •Good facilitation and communication skills in at least two of the official languages •Ability to communicate and negotiate at all levels of government and with all relevant stakeholders. **Additional Requirements:** •Valid driver's licence •No criminal record •Registration as a Professional Planner in accordance with Planning Professions Act, 2002, (Act No. 36 of 2002) will serve as an added advantage.

Core Functions: •Plan, direct and manage directorial functions of the directorate effectively and efficiently •Manage the following units: Rural Development, Tourism, Enterprise Development and Fresh Produce Market •Implement Council resolutions in a timely manner and follow up on directions given •Formulating and implementation of the directorate's Integrated Development Planning •Directorate's budget preparation and management •Development and implementation of the directorate's Service Delivery and Budget Implementation Plan •Maintenance of the directorate's performance management system and annual reporting •Directorate's human resource development and management and supervision of departmental staff including industrial relations •Communicate effectively with all people and organizations concerned •Attending and implementing Council and Mayoral Committee meetings and submitting reports •Reports directly to the Municipal Manager.

Kindly note that all shortlisted candidates will be required to undergo security vetting and criminal and qualifications as well as previous employer checks, complete the approved Municipal Competency Assessment. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract, a performance agreement and disclosure of financial interests and need to undergo security vetting.

Interested person should fill the Annexure C application form for employment as required by Government Gazette No 37245 that is free online at www.gpwnline.co.za and www.moretele.gov.za. Detailed CV must be attached to the application form together with certified copies of relevant certificates, including ID and Driver's Licence and submitted to: Municipal Manager, Moretele Local Municipality, Private Bag x 365, Makapanstad, 0404 or hand delivered to Municipal Offices, 4065 Mathibestad, 0418.

Enquiries related to the position must be directed to the Manager in the Office of the Municipal Manager: Mr. Simon Ramagaga during office hours at: 012 716 1301/1319.

The Council of Moretele Local Municipality reserves the right not to make an appointment.

NB: No Faxed, E-mailed, incomplete and late applications will be considered. Canvassing with Councilors and whoever, is not permitted and proof thereof will result in disqualification.

Costs incurred for attending an interview will be for the candidate's own account.

CLOSING DATE: 18 December 2025

Mr. Sipho Ngwenya, Municipal Manager