

**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
EXTERNAL**

**COMMUNITY SERVICES
EXECUTIVE MANAGER COMMUNITY SERVICES**

**DEPARTMENT:
POST:**

Focus Areas: Social Services, Sports, Recreation, Parks, Libraries, Environmental Health, Safety and Security, Fire Services and Traffic

Minimum Requirements

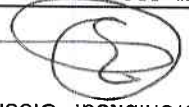
1. An applicable three (3) year degree (NQF level 6/7) in a field relevant to the advertised position is compulsory.
2. Successful completion of the Certificate Programme in Management Development for Municipal Finance will be an added advantage.
3. At least 5 years (or more) experience in Senior Management in Local Government
4. Excellent communicator at all levels
5. Local Government legislation knowledge and application
6. Understanding of the political and administrative structures in Local government.
7. Client orientation and sensitivity
8. Well developed Negotiation and Project Management skills
9. The ability to identify, develop and seize opportunities to the benefit of the Municipality
10. Strategic Leadership and Management skills

Job Requirements

1. Senior Management experience in a large organization preferably in a Local Government environment
2. A proven ability to manage an effective Performance Management System
3. Must understand the Audit Methodology and Scope
4. Must have good Social Services, Parks, Libraries, Environmental Health, Safety and Security, Fire services, Traffic Policy Development, Sports, Recreation, Arts and Culture Management
5. Have good Financial Management, People and Diversity Management skills
6. Possess extensive working knowledge of these respective fields and legislations pertaining to Local Government

Remuneration: A competitive remuneration package will be offered to the successful applicant. The successful candidate will be required to sign a Five (5) year fixed term contract and a performance agreement with the Municipality.

ENQUIRIES: Kindly contact Mrs Willemien Lourens (HR Manager) or Mrs Nerina Ramsammy on 016 340 4475 at the HR section, for any clarity with regards to the above mentioned position. Should a candidate be appointed and decline appointment, such candidate may be held liable for advertising cost. If applicants have not been contacted within **EIGHT (8) WEEKS** from the closing date they can assume that their applications have been unsuccessful. The council invites candidates of high integrity and moral values as per the prerequisite of the fraud and corruption strategy. Canvassing is prohibited. Closing Date: **30 March 2012** before 12H00



**JZ MAJOLA
ACTING MUNICIPAL MANAGER**

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APPLICATIONS, ON EITHER THE PRESCRIBED FORM OR VIA A CV, ARE AWAITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POSITION AT THE LESEDI LOCAL MUNICIPALITY, WHICH IS AN EQUAL OPPORTUNITY EMPLOYER.

**DEPARTMENT: MANAGEMENT SUPPORT SERVICES
EXECUTIVE MANAGER CORPORATE SERVICES
POST:**

Focus Areas: Corporate and Legal Services; Human Resources and Information Technology.

Minimum Requirements

1. An applicable three (3) year degree (NQF level 6/7) in a field relevant to the advertised position is compulsory.
2. Successful completion of the Certificate Programme in Management Development for Municipal Finance will be an added advantage.
3. At least 5 years (or more) experience in Senior Management in Local Government
4. Excellent communicator at all levels
5. Local Government legislation knowledge and application
6. Understanding of the political and administrative structures in Local government.
7. Client orientation and sensitivity
8. Well developed Negotiation and Project Management skills
9. The ability to identify, develop and seize opportunities to the benefit of the Municipality
10. Strategic Leadership and Management skills

Job Requirements

1. Senior Management experience in a large organization preferably in a Local Government environment
2. A proven ability to manage an effective Performance Management System
3. Must understand the Audit Methodology and Scope
4. Have a sound knowledge of Labour Relations
5. Have good Legal, Human Resource Management, Financial Management, Information Technology knowledge
6. People and Diversity Management skills
7. Possess extensive working knowledge of these respective fields and legislations pertaining to Local Government

Remuneration: A competitive remuneration package will be offered to the successful applicant. The successful candidate will be required to sign a Five (5) year fixed term contract and a performance agreement with the Municipality.

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Lesedi Local Municipality Offices
PO Box 201
HEIDELBERG, Gauteng

Notice number: 15/2012
File Reference: 4/3/3/2

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ACTING MUNICIPAL MANAGER**



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DEPARTMENT:

SERVICE DELIVERY

POST:

EXECUTIVE MANAGER SERVICE DELIVERY

Focus Areas: Electricity, Water and Sanitation, Roads and Stormwater, Waste Management and Projects

Minimum Requirements

1. An applicable three (3) year degree (NQF level 6/7) in a field relevant to the advertised position is compulsory.
2. Successful completion of the Certificate Programme in Management Development for Municipal Finance will be an added advantage.
3. At least 5 years (or more) experience in Senior Management in Local Government
4. Excellent communicator at all levels
5. Local Government legislation knowledge and application
6. Understanding of the political and administrative structures in Local government.
7. Client orientation and sensitivity
8. Well developed Negotiation and Project Management skills
9. The ability to identify, develop and seize opportunities to the benefit of the Municipality
10. Strategic Leadership and Management skills

Job Requirements

1. Senior Management experience in a large organization preferably in a Local Government environment
2. A proven ability to manage an effective Performance Management System
3. Must understand the Audit Methodology and Scope
4. Have a sound knowledge of Access and rights over land, Mapping, Construction Technology and Environmental, Legal/Regulatory Compliance, Water and Sewer systems operations, Building Pathology, Electricity, Waste Management, Roads and Stormwater.
5. Have good Financial Management, People and Diversity Management skills
6. Possess extensive working knowledge of these respective fields and legislations pertaining to Local Government

Remuneration: A competitive remuneration package will be offered to the successful applicant. The successful candidate will be required to sign a Five (5) year fixed term contract and a performance agreement with the Municipality.

ENQUIRIES: Kindly contact Mrs Willemien Lourens (HR Manager) or Mrs Nerina Ramsamy on 016 340 4475 at the HR section, for any clarity with regards to the above mentioned position. Should a candidate be appointed and decline appointment, such candidate may be held liable for advertising cost. If applicants have not been contacted within **EIGHT (8) WEEKS** from the closing date they can assume that their applications have been unsuccessful. The council invites candidates of high integrity and moral values as per the prerequisite of the fraud and corruption strategy. Canvassing is prohibited. Closing Date: **30 March 2012** before 12H00



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JOB DETAILS

The Lesedi Local Municipality is situated on the Southern part of Gauteng and spans an area of approximately 1 430km and consist of the following towns: Heidelberg, Ratananda, Devon and Impumbelelo.

MUNICIPAL MANAGER

5 Year Performance Based Contract, Remuneration Package – Negotiable

QUALIFICATIONS AND EXPERIENCE

- A relevant Post Graduate degree in either Public Admin or Management coupled with Finance and Legal background
- At least 5 years experience at senior management level in a multidisciplinary environment. Preferably in Local Government
- A valid code EB driver's license
- A high level of computer literacy
- Excellent strategic management skills and business planning skills
- Proven ability to negotiate in all spheres of government
- Leadership skills and financial management skills
- Extensive knowledge and understanding of all Local Government legislation and policies
- Extensive managerial expertise
- Have a practical, performance orientated business approach
- Have a participative leadership style to successfully integrate and manage multiple structures and to bring out the best in people
- Being accountable for the overall performance of the Municipality's administration you will interact closely with the Executive Mayor, Executive Committee and Councilors
- Must be fully competent according to the Treasury Regulations.

KEY PERFORMANCE AREAS

- To assume responsibility as the Accounting Officer and Head of Administration
- To provide strategic leadership for the municipality to achieve its mandate
- Responsible for the formation and development of effective, efficient, economically viable and accountable administration through sound management of all municipal internal departments
- Render strategic leadership during development of IDP and monitor progress in terms of implementation
- Manage the municipality's administration in accordance with the Constitution, Local Government Municipal Structures Act, Local Government Municipal Systems Act and other applicable legislation
- Ensure Council's decisions and Municipal By-Laws are implemented
- Ensure sound co-operative governance
- Manage provisions of services to local communities in a sustainable and equitable manner
- Promote sound labour relations
- The suitable candidate may not hold political office in a political party whether in a permanent, temporary or acting capacity.

ENQUIRIES: Mrs NM Zondani or Mrs D Tshabalala on (016) 340 4314, for any clarity regarding the above mentioned position.

It should be noted that Lesedi Local Municipality reserves the right not to fill the vacancy. Please note that should you not hear from us within 30 days after the closing date of the advertisement, you may regard your application as being unsuccessful. Canvassing in the gift of Council is strictly prohibited and will lead to disqualification of the application.

Applications to be handed in at the Executive Mayor's Office: or can be faxed to 086 601 9837.

Closing Date: 30 March 2012 before 12h00

Lesedi Local Municipality Offices
PO Box 201
HEIDELBERG,
Gauteng

**NOTICE NUMBER: 15/2012
FIE REFERENCE: 4/3/31**

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