

EMTHANJENI MUNICIPALITY



ADVERTISEMENT

NOTICE NO: 38/2025

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

- 1. MANAGER: OFFICE OF THE MAYOR**
(FIXED TERM CONTRACT APPOINTMENT: LINKED TO TERM OF OFFICE OF THE MAYOR)

Salary: R 605 504.00 – R 785 963.00 (Task Level 15)

Abovementioned post offers the following benefits:

13th Cheque
Pension fund benefits
Medical aid fund benefits
Leave and housing benefits

Key Requirements:

- B-degree, Major in Public / Municipal administration / Political Science / Communication
- NQF Level 7 or equivalent qualification
- 5 years managerial experience in Local Government or Public Services
- Computer literacy
- Communication and interpersonal skills
- Bilingualism, public speaking & presentations skills

- Leadership and management skills
- Facilitation and motivational skills

Duties & Responsibilities:

The incumbent of the post will be responsible to:

- Plans, coordinates and manages the activities of the division
- Develops divisional vision and strategy and ensure implementation
- Manages performance of employees in the division
- Plans and manages utilization of resources
- Develop and monitors systems, policies, procedures and processes
- Scheduling and planning executive diary and events
- Administration/secretarial support
- Information Recordkeeping
- Councillors Support
- Planning and overseeing of Projects
- Managing and coordination: Special Programmes
- Managing and monitoring policies, procedures and implementation of Youth, Gender and Disabilities matters
- Responsible for the financial administration of the special programmes
- Brief the Mayor/Speaker on political and special programmes matter of concern and secures information required for proper action on such matters
- Handles the advising, researching, advocacy and monitoring of Legislation/Policy Strategy that relate to special programmes development
- Perform public and client service functions

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Acting Senior Manager: Corporate Services at 053 632 9100.

Closing date: Friday, 4 July 2025 at 12h00

**HD MOLAOLE
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 6329100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

The Municipality reserves the right not to make an appointment.

Notice: 38/2025

Prepared by:.....

Date:.....

Verified by:.....

Date:.....

Approved by:.....

Date:.....