

HRM 13/08/2018

STAFF VACANCY

DIRECTORATE: MUNICIPAL MANAGER'S OFFICE

1. GENERAL MANAGER: PUBLIC SAFETY

TOTAL SALARY PACKAGE: R821 614.37 – R1,052 123.88 Per annum

(Task Grade 18)

BENEFITS:

- **CELL PHONE ALLOWANCE,**
- **CAR ALLOWANCE,**
- **AND OTHER BENEFITS PRESCRIBED BY SALGA COLLECTIVE AGREEMENT**

Minimum Requirements:

- Matric
- A Bachelor's Degree in Public Administration, Management, Law or equivalent
- A minimum of ten (10) years or more work-related experience of which seven (7) years to be at management level
- Attainment of required minimum competencies for Senior Managers in terms of Government Gazette No 29967 on Minimum Competencies will be an added advantage
- A valid Code 08/B Driver's License
- Computer Literacy
- Knowledge of Local Government and / or public-sector legislation, policy, regulations, standards and procedures.
- Strong background on law enforcement and protection services
- Strategic thinking, Planning, prioritizing and effective communication skills are essential

Key Performance Areas:

- Overall management of the Public Safety Section
- Implement the Integrated Development Plan (IDP) as well strategic goals of the Directorate
- Provide security and protection services to all Municipal Assets
- Manage traffic management services, car registration and licensing
- Develop and implement key strategic / business plans including Disaster Management Plan and Transport
- Participate in local, provincial and national public safety programmes

- Liaise with internal and external stakeholders on public safety matters
- Ensure visibility of road safety programmes and road safety signs
- Conduct regular safety and security audits
- Facilitate stakeholder participation and involvement
- Ensure legislative, regulatory, policy, practices and operating standards compliance
- Manage Departmental budget, human resources & other resources in accordance with local government legislation and treasury regulations

2. MANAGER: OFFICE OF THE SPEAKER

SALARY SCALE: - R470176.68 – R610307.88
(TASK GRADE 16)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none"> • Facilitate and provide administrative and political support to the Speaker with regard to all functions in the Speaker's Office • Oversee the development and implementation of strategies and operational policies in the office of the Speaker in terms of Legislation, Council Policies and Procedures • Prepare, manage and control the annual operational Budget of the office of the Speaker, ensuring the effective and efficient of the Council. • Manage all staff in the office of the Speaker to ensure efficiency and effectiveness of the Office 	<ul style="list-style-type: none"> • Minimum of NQF Level 4 linked to relevant experience • At least three (3) years' relevant experience • Understanding of Enoch Mgijima Local Municipality's and the South African Political landscape • Excellent writing, verbal communication, negotiation, organizing, coordinating problem solving, leadership, organizational and interpersonal skills • Proficiency in two (2) of the three (3) official languages of the Eastern Cape • Computer Literacy (word, Excel, PowerPoint, etc.) • Valid Code EB Driver's License will be added advantage 	<ul style="list-style-type: none"> • 3 years in Managerial position (administrative) at Local Government level.

<ul style="list-style-type: none"> • Deal with all correspondence in the office of the Speaker • Provide communication Services to the Speaker including Speech writing and the Management of any Speaker Social medial platforms. • Organize and prepare for media briefings and interviews in liaison with the municipality's communications department • Manage the arrangement of all Mayoral events and projects, drafting of all necessary internal and external reports and presentations • Serving as liaison between the office of the Executive Speaker and the administration. 		
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3. MANAGER: OFFICE OF THE CHIEF WHIP

**SALARY SCALE: - R470176.68 – R610307.88
(TASK GRADE 16)**

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none"> • Facilitate and provide administrative and political support to the Chief Whip with regard to all functions in the Chief Whip's Office 	<ul style="list-style-type: none"> • Minimum of NQF Level 4 linked to relevant experience • At least three (3) years' relevant experience • Understanding of Enoch Mgijima Local Municipality's and the 	<ul style="list-style-type: none"> • 3 years in Managerial position (administrative) at Local Government level.

<ul style="list-style-type: none"> • Oversee the development and implementation of strategies and operational policies in the office of the Chief Whip in terms of Legislation, Council Policies and Procedures • Prepare, manage and control the annual operational Budget of the office of the Chief Whip, ensuring the effective and efficient of the Council. • Manage all staff in the office of the Chief Whip to ensure efficiency and effectiveness of the Office • Deal with all correspondence in the office of the Chief Whip • Provide communication Services to the Speaker including Speech writing and the Management of any Chief Whip Social medial platforms. • Organize and prepare for media briefings and interviews in liaison with the municipality's communications department • Manage the arrangement of all Mayoral events and projects, drafting of all 	<p>South African Political landscape</p> <ul style="list-style-type: none"> • Excellent writing, verbal communication, negotiation, organizing, coordinating problem solving, leadership, organizational and interpersonal skills • Proficiency in two (2) of the three (3) official languages of the Eastern Cape • Computer Literacy (word, Excel, PowerPoint, etc.) • Valid Code EB Driver's License will be added advantage 	
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necessary internal and external reports and presentations <ul style="list-style-type: none"> • Serving as liaison between the office of the Chief Whip and the administration. 		
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4. PERSONAL ASSISTANT: OFFICE OF THE SPEAKER

SALARY SCALE: - R182 077.68- R236 388.04
(TASK GRADE 9)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none"> • Manage and co-ordinate the administrative functions in the office of the Speaker • Handle all telephone calls/faxes/E-mails and visitors • Control access to the Speaker's office and priorities appointments for the Speaker • Co-ordinate meetings • Co-ordinate meetings • Make travel and accommodation arrangements • Co-ordinate and control incoming and outgoing correspondence • Maintain confidentiality and a sophisticated filing system • Liase with clients on behalf of the Speaker • Take responsibility for the maintenance 	<ul style="list-style-type: none"> • Minimum of NQF Level 4 • At least three (3) years' experience in a Secretary/ Administrative position in a Senior Management Office • Excellent writing, verbal communication, organizing and interpersonal skills • Proficiency in two (2) of the three (3) official languages of the Eastern Cape • Computer Literacy (word, Excel, PowerPoint, etc.) • Valid Code EB Driver's License will be added advantage 	<ul style="list-style-type: none"> • 3 years in Secretarial/ administrative position.

<p>requirements of the office of the Speaker</p> <ul style="list-style-type: none"> • Follow up on the implementation of Mayoral Committee and Council Resolutions • Liase with other institution and stakeholders • Arrange and co-ordinate all meetings /workshops as required • Property control and maintain all equipment within the office • Handle all logistical support for the office 		
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5. PERSONAL ASSISTANT: OFFICE OF THE CHIEF WHIP

SALARY SCALE: - R18 2077.68- R236 366.04
(TASK GRADE 9)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none"> • Manage and co-ordinate the administrative functions in the office of the Chief Whip • Handle all telephone calls/faxes/E-mails and visitors • Control access to the Chief Whip's office and priorities appointments for the Chief Whip • Co-ordinate meetings • Co-ordinate meetings • Make travel and accommodation arrangements 	<ul style="list-style-type: none"> • Minimum of NQF Level 4 • At least three (3) years' experience in a Secretary/ Administrative position in a Senior Management Office • Excellent writing, verbal communication, organizing and interpersonal skills • Proficiency in two (2) of the three (3) official languages of the Eastern Cape • Computer Literacy (word, Excel, PowerPoint, etc.) 	<ul style="list-style-type: none"> • 3 years in Secretarial/ administrative position.

<ul style="list-style-type: none"> • Co-ordinate and control incoming and outgoing correspondence • Maintain confidentiality and a sophisticated filing system • Liase with clients on behalf of the Chief Whip • Take responsibility for the maintenance requirements of the office of the Chief Whip • Follow up on the implementation of Mayoral Committee and Council Resolutions • Liase with other institution and stakeholders • Arrange and co-ordinate all meetings /workshops as required • Property control and maintain all equipment within the office • Handle all logistical support for the office 	<ul style="list-style-type: none"> • Valid Code EB Driver's License will be added advantage 	
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6. DRIVER: OFFICE OF THE SPEAKER

SALARY SCALE: - R 136988.64- R177 818.52

(Task Grade 7)

KEY PERFORMANCE AREAS (KPA'S)	REQUIREMENTS	EXPERIENCE
- Drive for the speaker	<ul style="list-style-type: none"> • Minimum of NQF Level 4 	Minimum of three (3) years

<ul style="list-style-type: none"> - Deliver and pick up correspondences for the speaker - Ensure cleanliness of the Speakers vehicle - Ensure vehicle is in good mechanical condition - Appear to service intervals and maintenance of Speakers vehicle - Any other duties required by the Speaker 	<ul style="list-style-type: none"> • At least three (3) years' experience as a driver, • Proficiency in two (2) of the three (3) official languages of the Eastern Cape • Valid Code EB Driver's • Good people relations • Responsible and in sober habit 	
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The Enoch Mgijima Local Municipality is an equal opportunity, affirmative action employer. It is our intention to promote representation (race, gender and disability) in the Municipality through this position.

Enquiries may be directed to the Municipal Manager, C Magwangqana at (045) 807 2606.

NB: IT IS COMPULSORY TO SUBMIT YOUR APPLICATION ON AN APPROVED ENOCH MGIJIMA LOCAL MUNICIPALITY APPLICATION FORM AS REQUIRED BY RELEVANT GAZETTE ON APPOINTMENT OF SENIOR MANAGERS AND FAILURE TO COMPLETE THE FORM WILL RESULT ON DISQUALIFICATION OF YOUR APPLICATION

Submit your application on an APPROVED MUNICIPAL APPLICATION FORM (Annexure C of Local Government Regulations on Appointment of Senior Managers) available on the website (below), accompanied by a comprehensive CV, certified copies of qualifications, certified identity document and certified copy of your valid driver's license must be sent to the Enoch Mgijima Local Municipality not later than the 17 August 2018 @ 12h00. No faxed CV's or e-mail applications will be accepted. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Municipality. If the candidate / applicant is found canvassing any of the panelists he / she automatically disqualify

him/herself. Appointments will be subjected to compulsory pre-employment screening in the form of qualification, reference check, criminal checks and competency assessment. If the candidate has not been contacted within a month after the closing date, he/she must accept that his/her application was unsuccessful.

“Enoch Mgijima Municipality reserves a right not to appoint”

Applications must be forwarded to:

The Enoch Mgijima Local Municipality, Office of the Municipal Manager,

Private Bag X 7111, Queenstown, 5320 or hand deliver to 70 Cathcart Road, Komani
www.enochmgijima.org.za

C MAGWANGQANA
MUNICIPAL MANAGER

TOWN HALL
CATHCART ROAD
KOMANI