

Vacancies

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT OF THE LIMPOPO PROVINCE HEREBY INVITES APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE.

DIRECTORATE : STRATEGIC PLANNING, MONITORING AND EVALUATION

Business Unit : Cluster offices
Position : Assistant Manager: Sebayeng Cluster
Salary : R543 639(basic salary per annum excluding benefits)
Post Level : 03
Reference : EXT/20/21/02

Requirements: Grade 12 with B Degree/B Tech in Public Admin/ Development/Local Governance or relevant equivalent qualification.5 years' experience in Local Government of which 3 years should be at supervisory level. Valid driver's license. Relevant legislation, local government sphere of government. Analytical thinking, planning and organizing, business acumen, computer skills, inter-personal, communication, presentation and report writing. Team player, trustworthy, creative, resourceful and professionalism.
Duties: Liaise with the community and Strategic Business Units with regard to the services rendered by the Municipality. Manage the cluster office. Regularly, monitor and evaluate the services rendered within the cluster. Champion and liaise customer care related issues for the cluster (service delivery complaints). Co-ordinates and enhance inter-governmental relations.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

Business Unit : Office Of the Municipal Manager
Position : Manager: Office of the Municipal Manager
Salary ; R698 726(basic salary per annum excluding benefits)
Post Level : 01
Reference : EXT/20/21/01

Requirement: A recognised Degree in Administration/Social Sciences or equivalent qualification. MFMP will be an added advantage.2-5 years Local Government Managerial experience. Valid driver's license. Travel to meetings as and when delegated. Computer Literacy, Interpersonal skill.
Duties: Manage office of the Municipal Manager accordingly, Manage the Municipality's administration in accordance with Constitution of the Republic and Local Government legislations. Coordinate Executive Management Meetings, facilitate effective communication between Municipal Manager's Office, various Directorates and external stakeholders. Administering and overseeing implementation of EXCO resolutions on time, oversee implementation of Intergovernmental relations at all levels. Facilitate the planning process for programmes within the Office of the Municipal Manager, Coordinate and give inputs to the budget for the programmes, promotion of the programmes, implementation of the programmes. Ensure that office of the Municipal Manager's affairs is well managed and perform any other related function as requested by the Municipal Manager.

Business Unit : Legislative Support
Position : Manager: Legislative Support
Salary : R698 726 (basic salary per annum excluding benefits)
Post Level : 01
Reference : EXT/20/21/03

Requirements: A recognised B. Degree in Public Administration or equivalent qualification.2-5 years' appropriate experience in Local Government Sector. Experience in council Support in a local government will be an added advantage. Ability to maintain high confidentiality with the political leadership of the municipality.

Ability to produce reports and presentations of exceptionally high standards. Valid driver's license. knowledge of local Government Sector and applicable legislation. Planning and organizing skills. Good analytical, Interpersonal relation and negotiation skills. Administrative skills. Communication skills. Willingness and readiness to work long hours and under pressure. Excellent leadership and management.

Duties: advise and support the Speaker of council on administrative and strategic decisions. Remind councillors about all council activities. Assist and support Speaker in executing the legislative responsibilities and any other duties and powers. Manage public participation in the municipality. provide administrative support to council and councillors. Manage administrative support services to council and its councillors/structures. Provide administrative support to MPAC.

DIRECTORATE : COMMUNITY SERVICES

Business Unit : Environmental Management
Position : Manager - Environmental Management
Salary : R698 726 (basic salary per annum excluding benefits)
Post Level : 01
Reference : EXT/20/21/04

Requirements: Grade 12 with Degree/B Tech in Horticulture/Open Spaces and Recreation Management or equivalent qualification.5 year's relevant experience of which 3 years must be at middle management level. Registered with The South African Council for the Landscape Architectural Profession (SACLAP) will add as an advantage. Valid driver license. Ability to work under pressure, report writing, inter personal, Leadership, Presentation, Communication and Computer Literacy. Travelling and willing to work extra hours.

Duties: Ensure compliance to environmental legislation: manage the compliance to the environmental assessment. Maintain the balance of allocation of resources in line with biodiversity regulation. Manage the planning, maintenance and design of the burial site. Manage the planning and implementation of environmental education and awareness. Manage the propagation of plant and maintenance of nursery. Financial control. Forward planning. Personnel management.

Business Unit : Environmental Management
Position : Assistant Manager: Natural Resources
Salary : R543 639 (basic salary per annum excluding benefits)
Post Level : 3
Reference : EXT/20/21/05

Requirements: Grade 12 with Degree/Diploma in Environmental Management/Nature Conservation/ Natural Resources Management or Equivalent relevant qualification.5 years' experience. Valid driver's license. Computer literacy. Be physically fit and healthy. Good communicator, passion for serving and working with team members. Be able to manage people of different cultural diversity.

Duties: Natural resources Management, Management of Polokwane Game Reserve and Hospitality. Conducting Research and manage game reserve. Writing report.

DIRECTORATE : BUDGET AND TREASURY

Business Unit : Supply Chain Management
Position : Assistant Manager: Contract Management (Re-Advertisement)
Salary : R543 639 (basic salary per annum excluding benefits)
Post Level : 03
Reference : EXT/20/21/06

Requirements: Bachelor's Degree in Commerce/Purchasing Procurement/Supply Chain Management or equivalent qualification. MFMA will be an added advantage.3 to 5 years working experience in supply chain management. Experience in municipal environment will be an added advantage. Valid driver's license. Computer literate. Management, Leadership and customer services skills.
Duties: Management of contract system. Develop contract management system. Co-ordinate and monitor the implementation of contracts and Service Level Agreement. Compile and develop a dashboard or system for the management, cancelation, re-negotiation and renewal of contracts. Proactively identify supply risk and develop mitigating strategies. Provide leadership for managing contract database and all associated files. Lead all aspects of supplier negotiations, including contracts terms, pricing, price re-determination, and performance management. Management of price adjustment, draft of appointment letters, Service Level Agreement, delays in supplier performance, penalties and termination of contracts/services. Management of settlement of dispute. Transfer of contracts and Transfer of payment.

Polokwane Municipality offers challenging opportunities, competitive packages and fringe benefits (Pension, Medical Aid and Housing Allowance, etc).

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and council's employment equity plan or targets and goals. For this reason, we require that **Race, Gender and Disability status be specified. NOTE: Suitable candidates will be subjected to a Personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification and employment verifications). Where applicable candidates will be subjected to a skills/ knowledge test.**

Closing Date: 02 October 2020
Time: 16H00

Detailed CV's with a signed covering letter quoting the relevant position applied for, certified copy of ID and certified copies of qualifications and academic record should be **e-mailed to:**

MOMM_01@polokwane.gov.za (Manager office of MM)
AMC_02@polokwane.gov.za; (Ass. Manager: Clusters)
MLS_03@polokwane.gov.za (Manager Legislative Support)
MEM_04@polokwane.gov.za (Manager Environmental Management)
AMNR_05@polokwane.gov.za (Ass. Manager: Natural Resources)
AMCM_06@polokwane.gov.za (Ass. Manager:Contract Management)

If you are applying for more than 1 position, please submit separate applications for each. late applications will not be considered. Should you not hear from us within three months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail:dm@ p-offs.com

ENQUIRIES: Recruitment Team Tel No. 015 023 5465/ 5116/5466/5031

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

Mr. DH MAKOBE
MUNICIPAL MANAGER



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Polokwane