



# MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350



Civic Centre Building  
c/o Kerk & Taute Street  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Customer Care Center: 08611 MSUKA [67852]  
Main Fax: +27 17 801-3851

Internet: [www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)  
E-Mail: [msuka@msukaligwa.gov.za](mailto:msuka@msukaligwa.gov.za)

## "IS AN AFFIRMATIVE ACTION EMPLOYER"

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions. No application will be accepted without certified copies of qualifications as set out below.

### OFFICE OF THE SPEAKER

<b>POSITION</b>	:	<b>Manager (4 Years Fixed Term Contract)</b>
<b>REF. NO.</b>	:	<b>43/19</b>
<b>POST LEVEL</b>	:	<b>2</b>
<b>SALARY SCALE</b>	:	<b>R 424 019.40</b>
<b>MINIMUM REQUIREMENTS</b>	:	Grade 12 + A recognized degree in Public Administration or Social Science or equivalent NQF 6, Computer literacy, Ability to produce reports and presentations of high quality standard, Ability to maintain high confidentiality with the Political Leadership of the municipality Communication Skills, Ability to work under pressure
<b>DRIVERS LICENCE</b>	:	Code B
<b>EXPERIENCE</b>	:	3 – 5 years appropriate experience in Local Government Sector, Experience in Council Support will be an added advantage,
<b>DUTIES</b>	:	<ol style="list-style-type: none"> <li>1. Provide Strategic Leadership and Management of the office of the Speaker</li> <li>2. Planning and organizing the programs of the Speaker</li> <li>3. High quality management of personnel in the office of the Speaker</li> <li>4. Interact with the political leadership and dissemination information through meetings, workshops etc.</li> <li>5. Assist and support the Speaker in executing the legislative and strategic decisions and any other duties and powers delegated by Council.</li> <li>6. Remind Councillors about all Council activities</li> <li>7. Ensure that all documentation arising out of Council meetings are registered, attended to and that Council resolutions are implemented</li> <li>8. Manage, coordinate and promote functioning oversight structures, ward committees, systems and public/community participation services</li> <li>9. Manage specific Key Performance Areas around the functioning of the Speaker's office.</li> </ol>

APPLICATION FORMS ARE AVAILABLE ON THE MSUKALIGWA LOCAL MUNICIPALITY WEBSITE ([www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)) / HR OFFICE

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS. LINKY MNISI ON 017- 801 3580 DURING OFFICE HOURS

CLOSING DATE – 28 MARCH 2019 (12 NOON)

APPLICANTS MUST SPECIFY THE DEPARTMENT FOR WHICH THE POSITION IS APPLIED FOR

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER A MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"

Ms. G.J. Majola  
Municipal Manager \_\_\_\_\_

Date: \_\_\_\_\_

