



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
NOTICE NR 95/ 2023

STAFF VACANCY: TOWN MANAGER: MERWEVILLE, NELSPOORT AND MURRAYSBURG - DC50000
DEPARTMENT: MUNICIPAL MANAGERS' OFFICE - SECTION: ADMINISTRATION

Job Purpose:

To serve as a Town Manager in Murraysburg, Merweville and Nelspoort area. To serve the Thusong Service Centre and regulate the service schedules of departments, and to ensure compliance with service standards by departments. To take overall responsibility for the efficient running of the Murraysburg Thusong Centre. To render efficient Administration and Financial services in Merweville, Nelspoort and Murraysburg office and also to ensure the accurate handling of all cash flow.

Requirements and Experience:

- **A relevant three-year tertiary qualification, preferably a National Diploma or B degree;** and Computer Literacy: MS Office
- Code B Drivers' License *A passion for Community development. *Ability to take high quality minutes.

Experience: 8 years or more relevant experience of which 3 years must be at Supervisory level.

Knowledge and Scope of Work:

- Full range of administrative knowledge in the management of a function;
- Manages administrative and clerical staff; and
- Knowledge of Archive Act.

Competencies Requirments: Page 52 Annexure A Municipal Staff Regulations: Competency Framework: New Municipal Staff Regulations: Page 77 to 85 Level 4:
https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf

- Written and Oral Communication *Attention to Detail *Ethics and Professionalism *Organisational Awareness *Problem Solving *Planning and Organising *Business Processes *Use of Technology *Data Processing & Analysis *Interpersonal Relationships *Service Delivery Orientation *Client Orientation and Customer Focus *Action Orientation *Resilience *Accountability and Ethical Conduct *Learning Orientation *Direction Setting *Team Orientation *Coaching and mentoring

PHYSICAL REQUIREMENTS OF THE POST

Physically fit and able bodied. Must work overtime/attend meetings after normal office hours when required.

Responsibilities / Duties:

Supervision Of Staff *Monitoring Of Service Provision *Promotion And Marketing *Assets Management *Record Keeping *Reporting *Administrative and Financial Services *Supply Statistical Information on Various Sectors of Murraysburg, Nelspoort and Merweville *Responsible for Identification Of Training Needs Of Murraysburg, Nelspoort and Merweville *Organise Monthly Community Meetings and Deliver Input During Such Meetings *Implementation And Management Of Credit Control Policy *Delivers Input During Committee And Council Meetings *Execute Council Decisions *Preparation, Revision and Implementation of the Integrated Development Plan for the Murraysburg, Nelspoort And Merweville area *Management Of Motor Vehicle Registration – Murraysburg

Salary: T16: R45 260.47 pm

**R543 125.64 to R704 998.29 per annum -
SUBJECT TO TASK EVALUATIONS**

Plus Benefits

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certifies copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. No applications via fax or e-mail will be considered unless the original application & documents are received on/before the closing date.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: FRIDAY 23 June 2023 at 12:00

Job Related Enquiries: Mr. Amos C. Makendlana – 023-4148181/ 8104

General Enquiries: Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190
 Angilo Jacobs – 023-4147550

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Acting Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

DE Welgemoed
Acting Municipal Manager

Notice Period: 09.06.2023 to 23.06.2023