



BEAUFORT WEST

MUNICIPALITY * UMASIPALA * MUNISIPALITEIT

STAFF VACANCY: **TOWN MANAGER: MERWEVILLE, NELSPOORT AND MURRAYSBURG - DC50000**

DEPARTMENT: CORPORATE SERVICES - SECTION: **ADMINISTRATION**

NOTICE NR 18/ 2022

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, Merweville and Nelspoort, and act as a link between service provider and Thusong Centre governing body. 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:

B-degree Public Administration or equivalent with management experience and at least 5 years Municipal experience.

Other Requirements/Skills:

Computer Literacy *Communication Skills in at least 2 official languages. *Code B Drivers' License *A passion for Community development. *Ability to take high quality minutes, and sound organizational and interpersonal skills.

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: R43 146.27 – R56 005.53 pm R517 755.19 to R672 066.31 per annum 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 25 March 2022 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 Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

GZ NYATHI
Acting Municipal Manager