

POLOKWANE MUNICIPALITY EXTERNAL/INTERNAL VACANCIES

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

DIRECTORATE : CHIEF OPERATIONS OFFICE
POSITION : CHIEF OPERATIONS OFFICER
REF NO : EXT/24/25/09
DURATION : PERMANENT BASIS (In line with the New Municipal Systems Amendment Act 3 of 2022 which came into effect on the 1 November 2022)
REMUNERATION: R1 462 468 - R1 724 407 – R2 026 176
(ALL-INCLUSIVE PACKAGE IN LINE WITH UPPER LIMITS AS PER GOVERNMENT GAZETTE NO.50737)

MINIMUM REQUIREMENTS:

Bachelor's Degree in Developmental Studies/Public Administration, Social Science, Engineering or equivalent. Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage. Candidates without MFMP or CPMD will be given 18 months to complete the competency as contained in Notice 91 of 03 February 2017 and promulgated in government Gazette No, 40593. Five (5) years' relevant experience at a senior level and have proven successful management experience in administration. Exposure to the corporate or business sector will be an added advantage. A valid driver's licence. A thorough understanding and knowledge of the legislation regulating municipal governance. Extensive knowledge and understanding of local government administration. Understanding of local government transformation. Understanding of relevant local government legislation, the political landscape of South Africa and municipal legal administration. Strong ethics, discipline, transparency, independent, accountable, motivated, outcome and results driven. Ability to work under pressure and meet tight deadlines. Must be a team player. Strategic capability and leadership, program and project management, financial management, change management, knowledge management, service delivery Innovation, client orientation and customer focus, communication skills, accountability and ethical conduct, policy formulation and implementation, advanced strategic planning and people management skills.

KEY PERFORMANCE AREAS: Report or represent the Directorate in various committees: Audit Committee, Risk Management Committee, IDP Rep Forum, District IDP Forum, Project Management Forum, Performance Evaluation Panels. Manage the development, implementation and review of the Municipality's vision and long-term strategy. Manage the development, implementation and review of the Municipality's Integrated Development Plan (IDP). Manage the coordination of City's project identification process in line with the IDP. Manage public participation in the municipality. Manage the development, implementation and review of the institutional strategic transformation agenda.

Management the development and implementation of institutional Performance Management System. Ensure compliance with Performance Management System legislative framework. Facilitate the strategic planning session and compile strategic planning report. Ensure the improvement of the risk management control and governance processes. Provide an objective assurance; value add and improvement on municipality's operations and governance processes. Develop and implement an intergovernmental protocol through coordination of IDP. Advise the Municipal Manager and Council on all functions of the Directorate. Oversee the development and review of relevant policies and strategies on matters pertaining to the Directorate. Strategically plan, organize, lead and control all the activities performed by the Directorate. Ensure that the activities of the Directorate are aligned to the IDP and facilitate performance management of the Directorate. Oversee project management functions within the municipality. Develop and Implement an integrated Communication Strategy (for both internal and external stakeholders) to ensure that all communication initiatives by Polokwane Municipality are well co-ordinated, integrated and people –focused. Manage the development and implementation of external relations between the Municipality, stakeholders, other spheres of government and

international partners to achieve alignment with the council's priorities, as expressed in its IDP. Manage efficient usage of cluster offices. Oversee the management and provision of support to the speaker of council on administrative and strategic decisions.

Applications for Senior Manager positions must be submitted on the **official application form** as prescribed in terms of **Government Gazette No 37245 - Regulations on Appointment and Conditions of Employment of Senior Managers (obtainable on the municipal website as well as at the municipal offices)** The form must be accompanied by a detailed CV, originally certified copies of qualifications, ID, any other supporting documents, should be emailed to: COO@POLOKWANE.GOV.ZA

NB: APPLICATIONS NOT COMPLETED ON THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

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

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the 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.**

The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents should be sent to the provided Emails.

KINDLY NOTE THE FOLLOWING WHEN SUBMITTING THROUGH EMAIL:

- ✓ **APPLICATION SIZE: 10 MB OR LESS**
- ✓ **PDF FORMAT ONLY**

NB: STRICTLY EMAIL SUBMISSIONS ONLY!!
COO@POLOKWANE.GOV.ZA

Closing Date: 29 November 2024
Time: 16H30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Toll-Free Fraud Hotline: 015 290 2642/2628 or e-mail:
FraudHotline@polokwane.gov.za

ENQUIRIES: Acting Human Resource Manager, Ms. Mosima Makgato,
Tel No. 015 290 2116/2004/2031

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

THUSO NEMUGUMONI
MUNICIPAL MANAGER