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

DIRECTORATE: CORPORATE AND SHARED SERVICES
Business Unit: Legal Services
ASSISTANT MANAGER-GOVERNANCE AND CORPORATE AFFAIRS
Salary: R375 084-R414 092 (basic salary per annum excluding benefits)
Reference: EXT/18/19/20

Requirements:
Grade 12 with a BachelorDegree in Law majoring in Constitutional or Civil Law. Must be registered with the South African Law Society.Must be a South African Citizen. Must have at least 5 years’ experience in the Governance and Corporate Affairs function. Must have good written and oral communication skills. Must have problem-solving skills.

Responsibilities:
Develop and implement policies and procedures. Ensure compliance with all applicable laws and regulations. Ensure the delivery of high-quality legal services. Manage and mentor staff. Ensure the efficient management of the budget. Ensure the successful implementation of projects and programs. Ensure the provision of legal advice on a regular basis.

DIRECTORATE: STRATEGIC PLANNING, MONITORING AND EVALUATION
Business Unit: Cultural Services
ASSISTANT MANAGER-PROJECT IMPLEMENTATION
Salary: R1 003 244 (All inclusive)
Reference: EXT/18/19/16

Requirements:
Grade 12 with a National Diploma or Degree in Project Management. Must be registered with a Project Management Institute. Must have at least 5 years’ experience in the Project Management function. Must have good written and oral communication skills. Must have problem-solving skills.

Responsibilities:
Identifies and defines the immediate, short and long term objectives/requirements and priorities of the service units. Coordinates and supervises programs to promote project use and project awareness; establishes and maintains contacts with senior officials of other related agencies and private parties to promote project use and project awareness. Coordinates and supervises programs to promote project use and project awareness.

DIRECTORATE: COMMUNITY DEVELOPMENT
Business Unit: Cultural Services
ASSISTANT MANAGER-PROJECT IMPLEMENTATION
Salary: R617 488 (basic salary per annum excluding benefits)
Reference: EXT/18/19/22

Requirements:
Grade 12 with a National Diplomado Degree in Project Management. Must be registered with a Project Management Institute. Must have at least 5 years’ experience in the Project Management function. Must have good written and oral communication skills. Must have problem-solving skills.

Responsibilities:
Identifies and defines the immediate, short and long term objectives/requirements and priorities of the service units. Coordinates and supervises programs to promote library use and library awareness; establishes and maintains contacts with senior officials of other related agencies and private parties to promote library use and library awareness.

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

Mr. DH MAKOBE
MUNICIPAL MANAGER

Polokwane Municipality offers challenging opportunities, competitive packages, as well as benefits (such as pension, medical aid, and housing allowance). Polokwane Municipality is committed to the promotion and retention of staff by offering ongoing training and development, as well as career progression opportunities. Polokwane Municipality is committed to the transformation of its employees and is committed to ensuring that the right candidate is appointed to the position.

All applications must be submitted in writing and are subject to the provisions of the Municipal Administration Act, 2005 (MMA), the Employment Equity Act, 1998 (EEA), and all other applicable laws.

Closing Date: 12 April 2019. Hour: 15:00

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: helpdesk@polokwane.org.za

Deliberate attempts to falsify or defraud applicants in any way will result in disqualification and valueless consequences. This applies to any information provided during the application process. Applications not related to the vacancies advertised will not be considered.

Only shortlisted candidates will be contacted. Failure to submit the required documentation will result in disqualification. Successful candidates will be required to undergo a security clearance and a competency test. Only shortlisted candidates will be notified of the status of their application.

Applications may be submitted in person, by post or fax. Alternatively, candidates may submit their applications electronically via e-mail to [humanresources@polokwane.org.za](mailto:humanresources@polokwane.org.za).

Applications must be submitted by 12 April 2019 at 15:00. Only shortlisted candidates will be notified of the status of their application. Successful applicants will be required to undergo a security check and a competency test. Candidates are advised to check the Municipal Administration Act, 2005 (MMA) and the Employment Equity Act, 1998 (EEA) for more information on the criteria for appointment.