



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

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www.thembelihlemunicipality.gov.za

INTERNAL/EXTERNAL ADVERTISEMENT

NOTICE NO: 15/2021

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

1. UNIT MANAGER FOR THE STRYDENBURG MUNICIPAL SATELITE OFFICES

- **Annual Salary: R491 517.48 per annum (Task Grade 15)**

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension Fund Benefits
- Medical aid fund benefits
- Leave benefits

Key Requirements:

- Grade 12
- National Diploma in Public Management and Administration (NQF Level 6)
- 4 year`s relevant experience
- Communication skills
- Supervisory skills
- Basic financial accounting
- Insight in Financial Management System
- Sound human relations
- Computer literacy
- Attention to detail
- Driver`s license Code B

FUNCTIONS & RESPONSIBILITIES:

- Direct supervision and instructions to subordinates
 - Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.
 - Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.
 - Participating in the induction programme and, providing “on the job” training for new recruits to the section.
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- Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
- Defining skills gaps and training needs and activates procedural sequences aimed at developing and capacitating individuals.
- Cashing up the cashiers (motor registration and general) at close of day
- Check deposit books and reconcile to receipts
- Collect cash payments for caravan park and issue hand receipts
- Check and ensure agency fees are determined correctly and deducted, for motor registrations
- Report on status of services in Strydenburg and provide general supervision and coordination over all services delivery of all units and conveying the necessary information to relevant departments at H/O.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Senior Manager: Corporate Services, Mr TR Oliphant at 053 2030 005/8.

Closing date: 28th May 2021 at 12h00

**Mr Michael R. Jack
Municipal Manager
Thembelihle Municipality
PO Box X3
HOPETOWN
8750
Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
 - If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
 - No late or facsimile applications will be accepted.
 - No applications will be considered without certified copies of the original documents of qualifications.
 - The Council reserves the right not to appoint.
 - Correspondence will be limited to short-listed candidates.
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