



**METRO MUNICIPALITY / METRO MUNISIPALITEIT / LEKGOTLA LA MOTSE**

The Mangaung Metro Municipality is an employer of choice, committed to the principles of the Employment Equity Act No. 55/98 as amended and here now invites suitably qualified persons to apply. The appointment and/or promotion to the below stated positions will be done inline with MMM's equity targets.

**INTERNAL VACANCY BULLETIN – NO. 01/2022 for June 2022**

Applicants, who wish to be considered for a post, must submit their applications with completed CV's directly to the address indicated below. Internal applicants must please indicate their employee number on their CV's. Applicant may also call on the relevant telephone number as provided for more information.

We would like to stress that the posts advertised in this bulletin must be made available only to employees of Mangaung Metro Municipality except where it is indicated otherwise.

**AN INCOMPLETE APPLICATION WILL DISQUALIFY AN APPLICANT**

Certified copies of highest educational qualifications must accompany applications. PLEASE NOTE: NO APPLICATIONS WILL BE CONSIDERED IF THE ABOVEMENTIONED DOCUMENTS ARE NOT ATTACHED. Please note that if you do not receive any correspondence from this organisation, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

SHORT-LISTED CANDIDATES WILL BE REQUIRED TO PRODUCE ORIGINAL COPIES OF ACADEMIC QUALIFICATIONS ON THE DAY OF THE INTERVIEW.

The closing date in respect of all positions is **20 June 2022 at 16:00.**

**PLEASE NOTE THAT CV'S/APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED**

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*We thank all applicants for their interest.*

# OFFICE OF THE EXECUTIVE MAYOR

REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT CV(S) TO:
01/01	<p>CHIEF OF STAFF</p> <p>One (01) Post</p> <p>Salary level: 002 R 1 386 492 p.a. (Total Cost to Employer Remuneration Package)</p> <p>Term of contract will be linked to the term of office of the Public Office Bearer.</p>	<p>OFFICE OF THE CITY MANAGER</p> <p>Mangaung Metro Municipality: (I.R.O of Appointment in the Office of the Public Office Bearer)</p> <p>Office of the Executive Mayor</p>	<p><u>Qualifications and Experience:</u></p> <p>B. Degree / National Diploma in Public Administration or equivalent plus a minimum of four to five (04 – 05) years' relevant experience is required.</p> <p>Understanding of Local Government Administrative processes, policy formulation and implementation is an inherent requirement of the post.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <p>Manages the key performance areas and outcomes for the Office of the Executive Mayor through the alignment and promotion of Council's mandates/ resolutions via Councilors, Ward Committees, etc. and coordinating and facilitating Mayoral Programs (e.g. Public Participation Programs, People's Assembly, Imbizo's, etc.), planning and monitoring special events; coordinates moral regeneration movement programmes; maintaining documents pertaining to Rules of Order in Council and Portfolio meetings and Code of Conduct for Councilors, facilitating the sittings of the Mayoral Committees, and managing the administrative/ secretarial/ and VIP function associated with the Office of the Executive Mayor by:</p> <ul style="list-style-type: none"> <li>• Mayoral Parlour Strategic Planning;</li> <li>• Policy and Procedure Development/Approval Management;</li> <li>• Monitoring and Reporting;</li> </ul>	<p><b>GM : Human Resource Management</b>  <b>PO Box 3704</b>  <b>BLOEMFONTEIN</b>  <b>9300</b></p> <p><b>Telephonic Enquiries : 051 – 405 8517</b></p> <p><b>Please submit applications via email to</b>  <a href="mailto:cshomsa@mangaung.co.za">cshomsa@mangaung.co.za</a></p> <p><b>Closing Date: 20 June 2022 at 16:00</b></p>

- Financial Management;
- Governance and Risk Management;
- Project Management; and
- People Management.

**Additional Requirements:**

- Proficiency in at least two (2) official languages of service of MMM;
- Sound knowledge of Municipal Policies and Procedures;
- Good decision making skills;
- Report preparation and presentation skills;
- Attention to detail;
- Good planning and organizing skills;
- People and diversity management skills; and
- Excellent communication and conflict management skills.

# OFFICE OF THE EXECUTIVE MAYOR

REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT CV(S) TO:
01/02	<p>OFFICE MANAGER</p> <p>One (01) Post</p> <p>Salary level: 003 R 1 256 537 p.a. (Total Cost to Employer Remuneration Package)</p> <p>Term of contract will be linked to the term of office of the political office bearer.</p>	<p>OFFICE OF THE CITY MANAGER</p> <p>Mangaung Metro Municipality: (I.R.O of Appointment in the Office of the Public Office Bearer)</p> <p>Office of the Executive Mayor</p> <p>Office Support</p>	<p><u>Qualifications and Experience:</u></p> <p>B. Degree/National Diploma in Public Administration or equivalent plus three (03) years' administrative experience.</p> <p>Two (02) years' experience in a municipal services environment will be an added advantage.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <p>Directs and controls the procedures and applications associated with the provision of services and support to the Office of the Executive Mayor by:</p> <ul style="list-style-type: none"> <li>• Operational Planning;</li> <li>• Policy and Procedure Review;</li> <li>• Monitoring and Reporting/Administration;</li> <li>• Financial Management;</li> <li>• Governance and Risk Management;</li> <li>• Project Management; and</li> <li>• People Management.</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Good sense of responsibility;</li> <li>• Excellent computer skills;</li> <li>• Time management;</li> <li>• Good interpersonal skills;</li> <li>• Proficiency in at least two (2) official languages of service of MMM;</li> </ul>	<p>GM : Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Telephonic Enquiries : 051 – 405 8517</p> <p>Please submit applications via email to <a href="mailto:cshomsa@mangaung.co.za">cshomsa@mangaung.co.za</a></p> <p>Closing Date: 20 June 2022 at 16:00</p>

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|  |  |  |  | <ul style="list-style-type: none"><li>• Good communication skills; and</li><li>• Integrity; and a good sense of detail.</li></ul> |  |
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# OFFICE OF THE EXECUTIVE MAYOR

REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT CV(S) TO:
01/03	<p><b>SPECIAL ADVISOR</b></p> <p>One (01) Post</p> <p>Salary level: 004 R 1 100 539 p.a. (Total Cost to Employer Remuneration Package)</p> <p>Term of contract will be linked to the term of office of the political office bearer.</p>	<p><b>OFFICE OF THE CITY MANAGER</b></p> <p><b>Mangaung Metro Municipality: (I.R.O of Appointment in the Office of the Public Office Bearer)</b></p> <p><b>Office of the Executive Mayor</b></p> <p><b>Mayoral Support</b></p>	<p><u>Qualifications and Experience:</u></p> <p>B. Degree / National Diploma in Public Administration or Social Developmental studies or equivalent plus three (03) years' experience in administration is required.</p> <p>Two (02) years' experience in a social developmental environment will serve as a recommendation.</p> <p><b>Core Description:</b> The successful candidate will be responsible for the following:</p> <p>To provide strategic inputs to the general management of the office of the Executive Mayor with respect to coordination of overarching internal and external policy and process requirements and other routine activities incumbent upon the position by:</p> <ul style="list-style-type: none"> <li>• IDP Process and Review;</li> <li>• Compilation and Consolidation of Reports;</li> <li>• Performance Monitoring and Evaluation; and</li> <li>• Municipal Branding – Image Improvement.</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM;</li> <li>• Sound knowledge of Municipal Policies and Procedures;</li> <li>• Good decision making skills;</li> <li>• Report preparation and presentation skills;</li> <li>• Attention to detail;</li> </ul>	<p><b>GM : Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</b></p> <p><b>Telephonic Enquiries : 051 – 405 8517</b></p> <p><b>Please submit applications via email to <a href="mailto:cshomsa@mangaung.co.za">cshomsa@mangaung.co.za</a></b></p> <p><b>Closing Date: 20 June 2022 at 16:00</b></p>

			<ul style="list-style-type: none"><li>• Good planning and organizing skills;</li><li>• People and diversity management skills; and</li><li>• Excellent communication and conflict management skills.</li></ul>	
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# OFFICE OF THE DEPUTY EXECUTIVE MAYOR

REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT CV(S) TO:
01/04	<p><b>HEAD: OFFICE OF THE DEPUTY EXECUTIVE MAYOR</b></p> <p>One (01) Post</p> <p>Salary level: 003 R 1 256 537 p.a. (Total Cost to Employer Remuneration Package)</p> <p>Term of contract will be linked to the term of office of the political office bearer.</p>	<p><b>OFFICE OF THE CITY MANAGER</b></p> <p>Mangaung Metro Municipality: (I.R.O of Appointment in the Office of the Public Office Bearer)</p> <p>Office of the Deputy Executive Mayor</p>	<p><u>Qualifications and Experience:</u></p> <p>B. Degree / National Diploma in Public Administration or equivalent plus three to four (03 – 04) years' relevant experience.</p> <p>Understanding of Local Government Administrative processes, policy formulation and implementation is an inherent requirement of the post.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <p>Directs and controls strategy for the provision of support to the Deputy Mayor, in executing their oversight roles, through the determination and alignment of priorities. Monitors the effectiveness of the administrative systems, enabling political discourse and a decision-making environment focusing on vulnerable groups, youth, gender, children and disability issues. Leverages the civic reception/protocol requirements, governance, strategy and statutory legislation for the improvement of the city image and provision of better life for all the citizens of the municipality by:</p> <ul style="list-style-type: none"> <li>• Mayoral Parlour Strategic Planning;</li> <li>• Policy and Procedure Development / Approval Management;</li> <li>• Monitoring and Reporting;</li> <li>• Financial Management;</li> <li>• Governance and Risk Management;</li> <li>• Project Management; and</li> </ul>	<p><b>GM : Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</b></p> <p><b>Telephonic Enquiries : 051 – 405 8517</b></p> <p><b>Please submit applications via email to <a href="mailto:cshomsa@mangaung.co.za">cshomsa@mangaung.co.za</a></b></p> <p><b>Closing Date: 20 June 2022 at 16:00</b></p>



			<ul style="list-style-type: none"> <li>• People Management.</li> </ul> <p><b><u>Additional Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM;</li> <li>• Good decision making skills;</li> <li>• Report preparation and presentation skills;</li> <li>• Attention to detail;</li> <li>• Good planning and organizing skills;</li> <li>• People and diversity management skills; and</li> <li>• Excellent communication and conflict management skills.</li> </ul>	
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# OFFICE OF THE SPEAKER

REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT CV(s) TO:
01/05	<p>HEAD: OFFICE OF THE SPEAKER</p> <p>One (01) Post</p> <p>Salary level: 003 R 1 256 537 p.a. (Total Cost to Employer Remuneration Package)</p> <p>Term of contract will be linked to the term of office of the political office bearer.</p>	<p>OFFICE OF THE CITY MANAGER</p> <p>Mangaung Metro Municipality: (I.R.O of Appointment in the Office of the Public Office Bearer)</p> <p>Office of the Speaker</p>	<p><u>Qualifications and Experience:</u></p> <p>B. Degree / National Diploma in Public Administration/Social Developmental studies or equivalent plus three to four (03 – 04) years' relevant experience is required.</p> <p>Understanding of Local Government Administrative processes, policy formulation and implementation is an inherent requirement of the post.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <p>Directs and controls the procedures and applications associated with the provision of services and support to the Office of the Speaker by:</p> <ul style="list-style-type: none"> <li>• Office of the Speaker Operational Planning;</li> <li>• Policy and Procedure Review;</li> <li>• Monitoring and Reporting;</li> <li>• Financial Management;</li> <li>• Governance and Risk Management;</li> <li>• Project Management; and</li> <li>• People Management;</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM;</li> <li>• Good decision making skills;</li> <li>• Report preparation and presentation skills;</li> <li>• Attention to detail;</li> </ul>	<p>GM : Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Telephonic Enquiries : 051 – 405 8517</p> <p>Please submit applications via email to <a href="mailto:cshomsa@mangaung.co.za">cshomsa@mangaung.co.za</a></p> <p>Closing Date: <b>20 June 2022 at 16:00</b></p>

			<ul style="list-style-type: none"><li>• Good planning and organizing skills;</li><li>• People and diversity management skills; and</li><li>• Excellent communication and conflict management skills.</li></ul>	
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# OFFICE OF THE CHIEF WHIP

REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT CV(s) TO:
01/06	<p>HEAD: OFFICE OF THE COUNCIL WHIP</p> <p>One (01) Post</p> <p>Salary level: 003 R 1 256 537 p.a. (Total Cost to Employer Remuneration Package)</p> <p>Term of contract will be linked to the term of office of the political office bearer.</p>	<p>OFFICE OF THE CITY MANAGER</p> <p>Mangaung Metro Municipality: (I.R.O of Appointment in the Office of the Public Office Bearer)</p> <p>Office of the Council Whip</p>	<p><u>Qualifications and Experience:</u></p> <p>B. Degree / National Diploma in Public Administration/Social Developmental studies or equivalent plus three to four (03 – 04) years' relevant experience is required.</p> <p>Understanding of Local Government Administrative processes, policy formulation and implementation is an inherent requirement of the post.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following</p> <p>Directs and controls the procedures and applications associated with the provision of services and support to the Office of the Council Whip by:</p> <ul style="list-style-type: none"> <li>• Office of the Council Whip Operational Planning;</li> <li>• Policy and Procedure Review;</li> <li>• Monitoring and Reporting;</li> <li>• Financial Management;</li> <li>• Governance and Risk Management;</li> <li>• Project Management; and</li> <li>• People Management.</li> </ul> <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <li>• Proficiency in at least two (2) official languages of service of MMM;</li> <li>• Good decision making skills;</li> <li>• Report preparation and presentation skills;</li> </ul>	<p>GM : Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</p> <p>Telephonic Enquiries : 051 – 405 8517</p> <p>Please submit applications via email to <a href="mailto:cshomsa@mangaung.co.za">cshomsa@mangaung.co.za</a></p> <p>Closing Date: 20 June 2022 at 16:00</p>

			<ul style="list-style-type: none"><li>• Attention to detail;</li><li>• Good planning and organizing skills;</li><li>• People and diversity management skills; and</li><li>• Excellent communication and conflict management skills.</li></ul>	
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# OFFICE OF THE CHAIRPERSON: MPAC

REF NO	DESIGNATION	DIRECTORATE	QUALIFYING REQUIREMENT	SUBMIT CV(S) TO:
01/07	<p><b>HEAD: OFFICE OF THE CHAIRPERSON: MPAC</b></p> <p>One (01) Post</p> <p>Salary level: 003 R 1 256 537 p.a. (Total Cost to Employer Remuneration Package)</p> <p>Term of contract will be linked to the term of office of the political office bearer.</p>	<p>OFFICE OF THE CITY MANAGER</p> <p>Mangaung Metro Municipality: (I.R.O of Appointment in the Office of the Public Office Bearer)</p> <p>Office of the Chairperson: MPAC</p>	<p><u>Qualifications and Experience:</u></p> <p>B. Degree / National Diploma in Public Administration studies or equivalent plus three to four (03 – 04) years' relevant experience is required.</p> <p>Understanding of Local Government Administrative processes, policy formulation and implementation is an inherent requirement of the post.</p> <p><u>Core Description:</u> The successful candidate will be responsible for the following:</p> <p>Manages the key performance areas and outcomes for the Office of the Chairperson of the Municipal Public Accounts Committee (MPAC) through the alignment and promotion of MPAC's mandates/ resolutions, collating relevant documents (Audit Reports on annual Financial Statements, Reports issued by the Auditor General, Mayors Quarterly Reports, etc); managing investigations and projects requested by EXCO and Council to MPAC; coordinating the invitation of members of the public to attend any meetings of the Committee in respect of s16(1) of the Municipal Systems Act, 2000; and managing the administrative/ secretarial/ function associated with the Office of the MPAC by:</p> <ul style="list-style-type: none"> <li>• Operational Planning;</li> <li>• Policy and Procedure Review;</li> <li>• Monitoring and Reporting;</li> <li>• Financial Management;</li> <li>• Governance and Risk Management;</li> <li>• Project Management; and</li> </ul>	<p><b>GM : Human Resource Management PO Box 3704 BLOEMFONTEIN 9300</b></p> <p><b>Telephonic Enquiries : 051 – 405 8517</b></p> <p><b>Please submit applications via email to <a href="mailto:cshomsa@mangaung.co.za">cshomsa@mangaung.co.za</a></b></p> <p><b>Closing Date: 20 June 2022 at 16:00</b></p>

• People Management.

**Additional Requirements:**

- Proficiency in at least two (2) official languages of service of MMM;
- Good decision making skills;
- Report preparation and presentation skills;
- Attention to detail;
- Good planning and organizing skills;
- People and diversity management skills; and
- Excellent communication and conflict management skills.