



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

Publication Date: 26 July 2020

N.B :ERRATUM

Please take note that due to Covid-19 post offices could not process the applications on the said positions mentioned here below, the Municipality is hereby extending the period to 4 August 2020 at 10:00 A.M

The Victor Khanye Local Municipality as an equal opportunity employer is committed to achieving equity in employment in respect of disability, race and gender as envisaged in the Employment Equity Plan 2015-2018 of this municipality.

N.B. Women and people with disability are encouraged to apply.

The principle of recognition of prior learning being amongst other having relevant experience and complying with a required competency level is subject to the submission of a certificate issued by the relevant Seta herein practiced by this municipality.

N.B: INTERNAL APPLICATIONS are hereby invited from suitably qualified candidates that conform to the qualifications and requirements as stated in the recruitment advert here under to apply for the under mentioned positions:

OFFICE OF THE MUNICIPAL MANAGER:ASSISTANT MANAGER LED	
REFERENCE NO:	MM/01/03/2019
DIRECTORATE	OFFICE OF THE MUNICIPAL MANAGER
DEPARTMENT	STRATEGIC PLANNING
POSITION	ASSISTANT MANAGER LOCAL ECONOMIC DEVELOPMENT(LED)
PERIOD OF EMPLOYMENT	<ul style="list-style-type: none"> • Permanent subject to probation period of six (6) months
SALARY AND BENEFITS	<ul style="list-style-type: none"> • T13 N1: R29 135.00 p.m • Housing Subsidy • Medical Subsidy • Group Life Insurance
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • B.Com Degree/ B Tech in Business Management/Public Management/Planning and Developmental Studies or Project Management, Economics • Advanced Writing and Verbal Communication Skills • 3 years' experience in Local Government Environment • Advanced Computer Skills (Ms Word,Ms Excel,Ms Outlook) and Report Writing Skills • Valid unendorsed driver licence Code 8 (E)
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Manage the implementation of the LED projects to ensure its compliance with the aims and objectives of the IDP, by performing the following tasks: <ul style="list-style-type: none"> ➢ Prepare and collate data for the evaluation of the following: <ul style="list-style-type: none"> ➢ Small business support programmes; ➢ Investment stimulation programmes, aimed on local as well as international investors; ➢ Industrial stimulating programmes; ➢ Geographic differentiated development efforts within the municipal area, especially regarding town neighbourhoods with particularly low income; ➢ Liaising and, where relevant, active co-operation with national, provincial and other regional development bodies; ➢ Mobilise additional development funds for local economic development and assist with the monitoring and implementing of <ul style="list-style-type: none"> ➢ investments and further development of the Development Fund; • Co-ordinate the implementation of the LED strategies and programmes to ensure that the objectives are met and that optimum utilisation of available resources are achieved, by: <ul style="list-style-type: none"> ➢ Facilitating the establishment of LED partnerships that will ensure that developmental objectives contained in the IDP will be reached; ➢ Consulting with all relevant role players to achieve co-ownership of LED partnerships; ➢ Liaising and strengthen networks with all relevant LED role players (provincial departments, district and other local municipalities, SALGA, SA Cities Network, etc); ➢ Performing relevant administrative tasks regarding LED such as: <ul style="list-style-type: none"> ➢ Compiling of reports, ➢ Dealing with daily correspondence, ➢ Preparing and submitting items for Council, ➢ Preparing and submitting statistical reports, ➢ Dealing with enquiries and agreements. ➢ Scheduling visits from and to developers, business opportunities and other role players to continuously recruit new investments; ➢ Co-ordinating LED awareness campaigns;

DIRECTORATE	OFFICE OF THE MUNICIPAL MANAGER
REFERENCE NO	MM/02/03/2020
POSITION	DEPUTY MANAGER: LEGAL SERVICES
SALARY AND BENEFITS	T15 N1= R 37 818.00 HOUSING AND MEDICAL AID.
PERIOD OF EMPLOYMENT	<ul style="list-style-type: none"> • Permanent subject to probation period of six (6) months
QUALIFICATIONS/REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12, B Proc. or LLB Degree • 3 years' experience in Municipal Legal Environment or Private Practice.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Address public inquiries related to the sections stated towards • Regulate of gathering Act 205 Of 1993 • Receipt of applications submitted • Obtain approval from the Municipal Manager • Finalise in accordance with the regulations of Gathering Act of 1993; • Inform all role players of outcome of application; • Rendering legal advice and opinions if and when asked to; • Maintain municipal code; • Compliance: ensure that legal provisions are taken into account in all Councils affairs thus ensuring the constitutionality and legality of actions of administration as well as Council; • Maintain a database of all policies of Council; • Responsible for the property/administration function as a whole • Ensure that all transfer documents of properties purchased and sold are properly signed by the duly authorized personnel • Compilation/drafting of all agreements and addendum to agreements pertaining to property administration. • Drafting, Amendment and/or repeal of Municipal By-Laws • And all other relevant legal duties in the municipality.

Kindly Note (that):

1. Any canvassing and or attempt thereto will automatically disqualify any candidate from being considered for appointment.
2. Applications must be submitted on the prescribed application for employment form which can be obtained from the Municipality's website www.victorkhanyelm.gov.za and must be accompanied by a detailed Curriculum Vitae, together with certified copies of all relevant qualifications and or certificates, identity document and valid & unendorsed driver's license to be hand delivered to:
Victor Khanye Local Municipality, Cnr. Samuel Road & van der Walt Street, Delmas, 2210 – Room 13A Human Resource Office Corporate Services OR post to PO Box 6 Delmas 2210.
3. Only posted or hand delivered applications will be accepted. All applications MUST reach the municipality before the closing date and time to be considered – No late and or applications that are emailed and or faxed will be accepted nor considered.
4. ***Further enquiries regarding the above positions can be directed to: The Human Resource Department: Corporate Services –: – 013 665 6000***

**ST MATLADI
MUNICIPAL MANAGER
Notice Number 04/2020**

