



Suitably qualified persons are invited to apply for appointment in the following positions

1. DIRECTORATE: CORPORATE SERVICES HEAD: CORPORATE SERVICES

REQUIREMENTS:

A Bachelor's Degree and/or Post Graduate Degree in an HR related field or equivalent.

EXPERIENCE:

Minimum 4 years of experience in a variety of relevant senior management positions and/or demonstrate competence in a similar environment but where the context is at a higher level

- * Experience in a local authority environment
- * Excellent interpersonal skills and managerial skills
- * Ability to make high-level business presentations
- * Strategic focus and the ability to review concepts holistically.

JOB SUMMARY:

Reporting to the City Manager, the successful candidate should be a multi skilled manager with a passion for ensuring delivery, to lead and direct the Corporate Services Directorate so that the Council is provided with efficient and effective support services in relation to HR Management and Corporate Administration.

KEY PERFORMANCE AREAS:

The successful candidate will be required to:

- Lead staff within the Corporate Services Directorate so that they are able to achieve the objectives set for them;
- To plan, monitor and control the Directorate's budget;
- Report to the City Manager so that Council is kept informed;
- Build relationships with Senior Management
- Lead and direct each of the separate functions within Corporate Services so that appropriate policies and strategies are formulated for approval and implementation;
- Oversee and maintain accountability for HR Management so that an effective and efficient best practise Human Resource Management service is provided to the City Manager and to Directorates

SKILLS:

- Finance and Business Planning
- Computer Literacy
- Planning and Organizing
- Local Government
- Relevant Legislation
- Personality Profile: Strategic leader with Business Acumen;
- Negotiation Skills
- Cognitive Capacity
- Leadership
- Excellent Communication, both verbal and written
- High Ethical Standards
- Pro-active
- Results-driven
- A Team Player

CONTRACTUAL POSITION

Mangaung Metropolitan Municipality is an equal opportunity employer.

A competitive total cost to employer remuneration package, commensurate with competence will be offered to the successful candidate on a fixed term contract.

2. DIRECTORATE: COMMUNITY AND SOCIAL DEVELOPMENT HEAD: SOCIAL SERVICES

REQUIREMENTS:

A Bachelor's Degree and/or Post Graduate Degree in Social Sciences; Economic and Management Science; Dev Economics; Public Administration.

EXPERIENCE:

Minimum 4 years of experience in a variety of relevant senior management positions and/or demonstrate competence in a similar environment but where the context is at a higher level

- * Experience in a local authority environment
- * Excellent interpersonal skills and managerial skills
- * Ability to make high-level business presentations
- * Strategic focus and the ability to review concepts holistically.

JOB SUMMARY:

The Head: Social Services reports to the City Manager and is accountable for the provision of high-level strategic leadership in the delivery of the strategic imperative/objectives within this area of responsibility in an effective focused manner * Displaying sound business orientation and endorsing the vision, mission and values of the Municipality.

KEY PERFORMANCE AREAS:

Leading, directing and managing staff within the directorate so as to meet the strategic objective of the IDP, overseeing the provision of social services ranging from library and education, emergency services, traffic and law enforcement, HIV/Aids management programmes, parks and cemeteries and environmental management, financial management, budget compilation and execution. Taking overall responsibility for the management of the functional areas so that all Council policies and procedures are adhered to.

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The closing date in respect of all positions will be **14 October 2011**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

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.

GM: Human Resource Management

P.O. Box 3704

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Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@civic.mangaung.co.za

We thank all applicants for their interest