



City on the move

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

1. OFFICE OF THE CITY MANAGER EXECUTIVE SUPPORT SUB-DIRECTORATE

1.1 PROJECT MANAGER

QUALIFICATIONS: * B degree or National Diploma in the field of Project Management *

EXPERIENCE: * Minimum of two (2) years experience in Project Management will serve as a recommendation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Manage the grants received from National and Provincial Government.
- To identify the project that should receive the grant.
- Manage the project stakeholder.
- Manage the project team.
- Manage the project risk.
- Manage the project schedule.
- Manage the project budget, and
- Manage the project conflict

SALARY GRADE: 004

1.2 BUDGET ANALYST

QUALIFICATIONS: * B degree in Finance or equivalent qualification with Accounting *

EXPERIENCE: * Minimum of two (2) years experience in the Budget Office will serve as a recommendation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To advise the City Manager on the allocation of the Budget.
- Evaluates financial statements.
- Interprets financial statements.
- See to it that financial accounting principles are followed, and
- Manage the budget for the City Manager

SALARY GRADE: 004

1.3 OFFICE ASSISTANT (TWO (2) POSTS)

QUALIFICATIONS: * Grade 12 qualification or relevant experience *

EXPERIENCE: * Appropriate experience will serve as a recommendation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Filling of records that should be kept in the office.
- Assist with the making of photocopies in the office.
- To perform messenger duties when required.
- To help out when the Secretary is not available.
- To perform any other duties assigned to him/her.

SALARY GRADE: 010

2. CORPORATE SERVICES LEGAL SERVICES SUB-DIRECTORATE

2.1 MANAGER: LEGAL SERVICES

QUALIFICATIONS: * B Jus/LLB *

EXPERIENCE: * Three (3) years legal experience with at least Two(2) years in the compilation and application of municipal by-laws, the provision of legal advice and assistance, as well as litigation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To provide a legal advice and assistance service in general, but more specifically in relation to by-laws and

litigation, to the municipality to ensure the proper protection of the municipality's interests, and compliance with its legal obligations and responsibilities.

- To co-ordinate the compilation and promulgation of new by-laws and the review of existing by-laws of the municipality to ensure that the municipality's by-laws cover all activities and areas that need regulation, are constantly reviewed and updated and properly promulgated and to co-ordinate the reviewing and updating of the existing by-laws of the municipality to ensure that the municipality's by-laws cover all activities and areas that need regulation, are constantly reviewed and updated and properly promulgated.
- Co-ordinate the establishment, implementation, updating and circulation of a Municipal Code containing all promulgated by-laws of the municipality to ensure the proper recording and making available of Council's by-laws.
- To co-ordinate the litigation process for civil cases in which the municipality, councillors or officials may become involved in their official capacity to ensure that the municipality's interests are properly protected.
- To co-ordinate the litigation process for criminal cases in which the municipality, councillors or officials may become involved in their official capacity to ensure that the municipality's interests are properly protected.

ADDITIONAL REQUIREMENTS:

- Computer literacy and skills
- Focus on legal ethics
- Planning and organising
- Professional knowledge
- Verbal and written communication
- Driver's license (Code EB)
- Adaptability and flexibility
- Integrity
- Research and development
- Thinking analytical
- Initiative

SALARY GRADE: 004

2.2 MANAGER: LEGAL SERVICES

QUALIFICATIONS: * B Jus/LLB *

EXPERIENCE: * Three (3) years legal experience with at least Two(2) years in the compilation and application of municipal by-laws, the provision of legal advice and assistance, as well as litigation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To provide a legal advice and assistance service in general to the municipality to ensure the proper protection of the municipality's interests, and compliance with its legal obligations and responsibilities.
- To co-ordinate the process of legal drafting legal documents to ensure that the municipality's interests are properly protected.
- To oversee the maintenance of the legal library to ensure that up to date and the latest legal information is available at any time.
- To manage and monitor the operating and capital budget of the Legal services Unit so that requirements of the Financial Regulations are met and sound financial management is achieved.

ADDITIONAL REQUIREMENTS:

- Computer literacy and skills
- Focus on legal ethics
- Planning and organising
- Professional knowledge
- Verbal and written communication
- Adaptability and flexibility
- Integrity
- Research and development
- Thinking analytical
- Initiative.

SALARY GRADE: 004

3. INFRASTRUCTURAL SERVICES

WATER & SANTITATION SUB-DIRECTORATE

3.1 GENERAL WORKER (TEN (10) POSTS)

QUALIFICATIONS: * Grade 6 and acceptable state of health and language proficiency in at least two official languages of MLM *

EXPERIENCE: * Appropriate hard labour experience will serve as a recommendation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To perform general labourer in water and sewer division and to ensure the smooth running of the process.
- To perform any other related duties as instructed by Supervisor.

SALARY GRADE: 018/017

The closing date in respect of all positions will be **11 February 2010**. 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