

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**POSITION : MANAGER: OFFICE OF THE MUNICIPAL MANAGER**  
**SECTION : OFFICE OF THE MUNICIPAL MANAGER**  
**REFERENCE : MM/MMM/02/11/24**  
**TOTAL REMUNERATION PACKAGE : In accordance with job level 1 OF Merafong City Local Municipality ( R 874 16.99 per annum excluding benefits)**

**REQUIREMENTS:** B. Degree or NQF 7 qualifications in Business Administration or Public Administration • 8 years or more relevant experience of which 2 years must be at Supervisory level • Valid Code 08 Drivers Licence • Extensive experience in the strategic management level. • High level of communication • Computer Literate- MS Office, will be added advantage • Prepare to work overtime and willing to travel extensively.

**RESPONSIBILITIES:** Managing and coordinate the administrative function of the office of the Municipal Manager • Assisting the functionaries in the office of the Municipal Manager and the municipality with the implementation of policies and legislations • Following-up on the implementation of Council resolutions as well as MANCO, EXCO and MAYCO resolutions • Designing, implementing, maintaining, and monitoring the organization's reporting processes and systems, and regularly report on their effectiveness • Responsible for the timely delivery, provision, and preparation of the required high-quality reports • Preparing, manage and control the office of the Municipal Manager's operational budget effectively and efficiently • Liaise with different stakeholders. • Manage and lead the staff in the office of the Municipal Manager • Ensuring the implementation projects and compliance with target dates. • Dealing with high level confidential correspondence in the office of the Municipal Manager • Researching and Development, development and coordinate intergovernmental relations, international relations for benchmarking of operational and municipal programme.

**CORE PROFESSIONAL COMPETENCIES** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Competencies** • Business Processes • Use of Technology • Data of Technology • Data Processing & Analysis • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies** • Action Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation • **Management/Leadership Competencies** • Impact and Influence • Team Orientation • Direct Setting • Coaching and mentoring