



## **RAND WEST CITY MUNICIPALITY EXTERNAL JOB ADVERT**

*The Rand West City Local Municipality hereby invites applications from suitable qualified candidates for the following positions:*

**Position: Manager: Office of the Executive Mayor**

**Salary: R528 929.64 Per Annum (Excluding Benefits)**

**( Five (5) year fixed term linked to the Political Office Term)**

**Qualification:** Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience, he or she should have at least an NQF level 5 or relevant diploma.

**Job Description:** Manage Administration in the Office of the Executive Mayor. Develop action plans and budgets in the Office of the Executive Mayor; Identify and remove obstacles to the efficient and effective functioning of the Office of the Executive Mayor; Managing Staff Performance; Managing the induction of new employees; Supervise the staff of the division to ensure that the personnel aspects of the division are handled correctly; Handle grievances of administrative division staff; Approve leave applications of the division in terms of the delegations discussed with the Chief of Staff; Have regular meetings with the staff; Attend meetings on behalf of the Chief of Staff; Advise and give strategic support to the Executive Mayor in all meetings; Develop, drive and oversee budget implementation in the Office of the Executive Mayor

**Position: Manager: Monitoring and Evaluation**

**Salary: R528 929.64 Per Annum (Excluding Benefits)**

**( Five (5) year fixed term linked to the Political Office Term)**

**Qualification:** Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience, he or she should have at least an NQF level 5 or relevant diploma.

**Job Description:** Monitor the achievement of visible sustainable service delivery to all residents, consumers and ratepayers within RWCLM; Analyse community trends within Rand West City and advise the Executive Mayor of the overall implications; Monitor the implementation of strategies, projects and programmes across the municipality; conduct analysis to ensure that the IDP incorporates planned strategies and programmes and that it is aligned with the District, Provincial and National





priorities and participate in the review; Prepare reports for submission to Political Office Bearers and the Municipal Manager; Establish a Monitoring and Evaluation Framework to ensure effective implementation.

**Position: Manager: Special Programmes**

**Salary: R528 929.64 Per Annum (Excluding Benefits)**

**( Five (5) year fixed term linked to the Political Office Term)**

**Qualification:** Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience, he or she should have at least an NQF level 5 or relevant diploma.

**Job Description:** Oversee the processes within the Special Programmes Unit; Plan and monitor the Special Programmes Budget; Establish best practices and formulate Special Programme priorities and funding requirements; Managing Staff Performance; Develop action plans for implementing special programmes; communicate with and inform stakeholders at public meetings and through the media so that they are informed of the Special Programme issues that affect them; Identify formal and informal training needs in order to provide the skills required and opportunities for interests of the community, councilors and funding agencies represented in Special Programme initiatives; Liaise with colleagues from the Provincial, National and District functions so that the delivery of Special Programmes is fully integrated with the other functions and makes effective use of common resources

**Position: Manager: Office of the Chief Whip**

**Salary: R528 929.64 Per Annum (Excluding Benefits)**

**( Five (5) year fixed term linked to the Political Office Term)**

**Qualification:** Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience, he or she should have at least an NQF level 5 or relevant diploma.

**Job Description:** Assist the Chief Whip by ensuring effective performance of the political role in the Legislative and Executive arms of Council; Manage Caucus Committees and enhance the Oversight functions of the Chief Whip; Liaise with the Offices of all political parties represented in Council; Monitor, organize and plan the effective rendering of functions in the Office of the Chief Whip; Managing Staff





Performance; Advise and give strategic support to the Chief Whip in all meetings; Develop, drive and oversee budget implementation; Liaise between National and Provincial government levels

**Position: Manager: Office of the Speaker**

**Salary: R528 929.64 Per Annum (Excluding Benefits)**

**( Five (5) year fixed term linked to the Political Office Term)**

**Qualification:** Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience, he or she should have at least an NQF level 5 or relevant diploma.

**Job Description:** Manage Administration in the Office of the Speaker. Develop action plans and budgets; Identify and remove obstacles to the efficient and effective functioning of the Office of the Speaker and the interface with Council; Managing Staff Performance; Plan, coordinate and implement the outreach programme; Manage councilor training and Development; Ensure that all documentation arising out of council meetings, reports are attended to and Council resolutions are implemented; serve as political advisor to the Speaker in advising relevant parties of their obligations; Advise the Speaker on the compliance of the Council Programme with the rules of Council; Coordinate the Speaker's participation in forums and associations; Develop and manage the Public Participation Programme of the Municipality.

**Position: Manager: Media Liaison**

**Salary: R528 929.64 Per Annum (Excluding Benefits)**

**( Five (5) year fixed term linked to the Political Office Term)**

**Qualification:** NQF level 5 or relevant experience in Communications and Media Relations

**Job Description:** Provide direct communication in the Office of the Executive Mayor; Produce case studies and promote success stories which represent achievements to all stakeholders in Rand West City and West Rand; Respond to requests for information from the media or designate another appropriate Spokesperson or information source; Establish and maintain cooperative relationships with representatives of the community and public interest groups; Plan and direct development and communication of informational programmes to maintain



favourable public perceptions of accomplishments; arrange public appearances to increase service and to promote goodwill; develop Public Relations Strategies that will influence public opinion or promote ideas, products and services; Communicate with the Media, arrange and attend press conferences and appear for media interviews.

**Enq: HR Section: 011 411 0263**

**A detailed application including a covering letter, CV, Certified Copies of ID and Qualifications to be placed to DESIGNATED BOX AT RECEPTION AREA by applicants themselves BETWEEN 7:30 to 16:00, Cnr Pollock and Sutherland Street OR post to P.O.Box 218, Randfontein 1760 OR e-mailed to [vacancies@randfontein.gov.za](mailto:vacancies@randfontein.gov.za)**

**Attention to the Executive Manager Corporate Support Services**

***All applications must reach the municipality by the closing date***

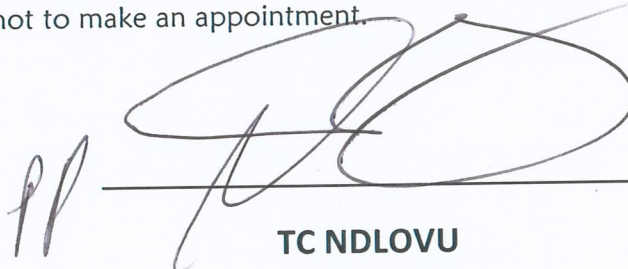
***Failure to comply with above instructions and late applications will disqualify applicants.***

***No Z83 applications will be accepted***

**Closing Date: 10 February 2017 (16h00)**

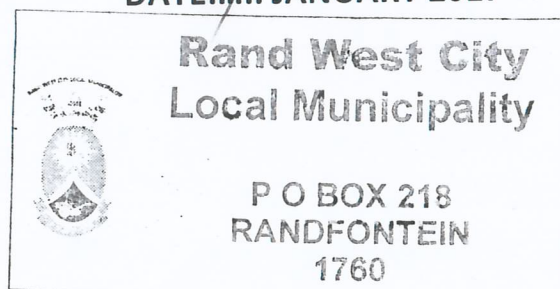
**Date Advertised: 29 January 2017**

**Please note:** Rand West City Local Municipality is an equal opportunity employer and subscribes to an employment policy which is non-racial, non-discriminatory, and non-sexist; and based on merit. Correspondence will be limited to short-listed candidates only. Should you not hear from us within one month of the closing date of this advert, please consider your application as unsuccessful. No late applications will be accepted. The municipality reserves the right not to make an appointment.

  
**TC NDLOVU**

**MUNICIPAL MANAGER**

**DATE 29 JANUARY 2017**



**Rand West City Local Municipality**

Cnr Pollock & Sutherland Street, Randfontein 1760, Tell 011 411 0000, Fax 011 693 1736

**Website: [www.randwestcity.gov.za](http://www.randwestcity.gov.za)**