



MARULENG MUNICIPALITY

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HOEDSPRUIT
1380

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HR Manager

MOPANI DISTRICT

CORPORATE SERVICES

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position:

Position : **Manager: Communications**
Directorate : **Office of the Municipal Manager**
Type : **Permanent**
Remuneration : **R505 459.91 per annum plus 30% car allowance**

Requirements: Bachelor Degree in Communication/Public Relations or relevant equivalent qualification. A minimum four (4) years' experience within a Local Government environment/public relations in government or media industry. A valid Code B drivers' license. Computer literacy. Good management, interpersonal and communication skills. Analytical skills. Excellent reporting writing skills. High level of responsibility. Ability to give attention to detail. Good understanding of risk and performance management. Excellent presentation and project management skills. Work after normal working hours, during emergencies and planned overtime. Preparedness to security clearance and disclosure of financial interest.

Responsibilities: Develop divisional vision and strategy and ensuring implementation and productive executing thereof in line with the Institutional vision and strategy. Manage and monitor policies, procedures and implementation of Community Facilitation matters. Plan and manage utilization of resources in order to perform activities. Manage and coordinate a rapid response media service. Manage performance of employees in the division to ensure effective and efficient execution of duties. Perform human resources and administrative activities to ensure optimal utilization of resources. Provide strategic guidance and oversight to a team of media, communications and professionals. Create and administer the Municipality's communication plan to promote Municipal initiatives, foster a culture of engagement, maximize communications resources, ensuring a unified municipal message. To render comprehensive communication / IGR service to promote and build sound relationships between the municipality and all stakeholders. Promote and manage the corporate image and coordinate customer care. Coordinate, scrutinize and arrange media statements, briefings and conferences. Cultivate good media relationships and liaison. Analyze communications environment to identify communication opportunities. Website content management. Promote marketing and branding opportunities. Provide support regarding communication events. Managing performance of employees in the Division.

Position : Senior Accountant: SCM
Directorate : Budget and Treasury
Type : Permanent
Remuneration : R365 454.42 per annum plus 30% car allowance

Requirements: Grade 12 plus National Diploma in Supply Chain Management/Financial Management or Accounting field of study. A minimum of 3 years' experience in a Supply Chain Management field. In-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. Contract management, supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required. A qualification relating to the National Treasury Competency Requirements for Finance Officials, e.g. CPMD/MFMP will be an added advantage. Skills in Word, Excel. A driver's licence is essential. Preparedness to security clearance and disclosure of financial interest.

Responsibilities: Development and review of SCM policies and procedures for the municipality. Responsible for the full supply chain management processes: - from demand management through to monitoring and contract management. Administer and implement procurement in terms of Council's Procurement Plan, the Preferential Procurement Regulations, Supply Chain Management Regulations and other legislated requirement. Compilation, implementation and reporting on the operational and risk plans related to supply chain management. Monthly management reports including but not limited to relevant disclose notes. Responsible for the compiling and controlling of the business unit's budget, manage all personnel matters in the business unit and ensure timeous and correct payment of suppliers. Ensure an uninterrupted flow of goods and services to all users.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of the position and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised position.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of municipal application form obtained from our website: www.maruleng.gov.za, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 07 May 2021 at 12H00. Direct your enquiries to Mrs. Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 793 2409.