



**EXTERNAL ADVERTISEMENT: REF.4/1/2/1/1**  
**SENIOR MANAGER IN THE OFFICE OF HIS WORSHIP THE MAYOR**

The Ulundi Municipality requires the services of suitably qualified person to fill the above-mentioned position within the Department of Corporate and Management Services.

**REQUIREMENTS:**

- Matric plus relevant post graduate qualification in Public Administration (NQF Level 6) or equivalent
- At least 5 years' experience managing in the field.
- Extensive and practical knowledge of the local government environment.
- Proven ability to communicate and negotiate at all spheres and levels of government.
- Proven ability to provide strategic and innovative leadership.
- Code C Driver's license

**Task Grade : Task Grade 15 of Local Authority Municipality**

**Salary Package : R 379 809.72 – R 490 005.00 per annum**

**THE SUCCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING DUTIES**

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- The overall administration and management of the operations within the Office of the Mayor.
- Acts as the Chief Operations Officer and strategist in the Office of the Mayor.
- Conduct research and also advice the Mayor on essential strategic functions or projects to be undertaken by the Organization.
- Liaises with Local, Provincial and National investors and thereafter co-ordinates the meetings with potential investors.
- Liaises with the Departmental Heads and other stake holders on projects or possible projects.
- Researches and prepares the Mayoral Speeches and reports.
- Co-ordinates and manages the Mayoral Functions and other Civic Functions.
- Ensures that all logistical and other arrangements are done prior to His Worship the Mayor undertaking an official visit.
- Under the direction of the Executive Director, manages the Budget of the Office of the Mayor.
- Co-ordinates and co-operates with all relevant stakeholders regarding the fulfillment of ceremonial duties of the Mayor.
- Writing monthly reports regarding functions undertaken by the Office of the Mayor for submission to EXCO and Council by the Executive Director.
- Undertaking all activities and executing duties and function to enhance the image of the Office of the Mayor and Deputy Mayor.
- And any other duties that may be given by the Head of Department from time to time.
- Is responsible for the Mayoral interaction with the media

**This post is to be filled according to the Council's Employment Equity Plan, in terms of Act No. 55 of 1998.**  
Canvassing in the Gift of Council is strictly prohibited and will lead to disqualification of the application.

Written applications, together with Comprehensive Curriculum Vitae and Certified Identity Document and qualifications must reach the undersigned by not later than **02 May 2018** at Ulundi Municipality, Private Bag X 17, Ulundi, 3838. Should you require any further information regarding the above position, please do not hesitate to contact Human Resources Manager., 035 874 5828.

Should you not hear from us within 2 weeks after the closing date of this advertisement, kindly consider your application as having been unsuccessful.

**Period of Notice : 04 April 2018 – 02 May 2018**