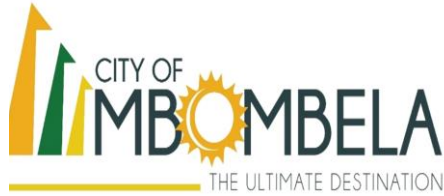


Civic Centre  
1 Nel Street  
Mbombela 1201  
Republic of South Africa



P O Box 45  
Mbombela 1200  
Republic of South Africa  
Tel: +27 (0) 13 759-9111  
Fax: +27 (0) 13 759-2070

## CORPORATE SERVICES

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### EXTERNAL ADVERT

#### DEPARTMENT: PUBLIC WORKS, ROADS AND TRANSPORT

#### 1 X SENIOR MANAGER: ROADS AND TRANSPORT

**REQUIREMENTS AND COMPETENCIES:** Grade 12 PLUS B Degree in B.Sc. Engineering or B.Tech in Civil Engineering plus Pr Eng or Pr. Tech Eng. Code EB driver's license ; Computer literate – Office Applications with atleast 5 years' experience in the relevant field. Requires an in-depth application of the principles, systems and regulations associated with specific acts of Local Government and broader regulations.

**RESPONSIBILITIES:** Communicating with the General Manager on specific Key Performance Areas (Roads and Storm Water and Infrastructure Planning) with a view to aligning functions and service delivery objectives against the capacity and capability of the Division. Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance. Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure. Monitoring and overseeing the alignment of all strategic sector plans by ensuring interaction and cooperation with relevant Directorates and departments and managing compliance with legislation. Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.

**SALARY SCALE: R764 486.93 – R992 373.47**

**TASK GRADE 17**

#### CORPORATE SERVICES

#### 1 X SENIOR MANAGER: HUMAN RESOURCE PROVISIONING, ORGANISATIONAL DESIGN AND EMPLOYMENT EQUITY

**REQUIREMENTS AND COMPETENCIES:** Grade 12 PLUS B Degree in Human Resource Management or equivalent qualification with atleast 5 years' experience in the relevant field, Computer literacy (Pro, MS Word, Excel) and supervisory skills. Human relations and communication skills, Conflict handling skills is an essential requirement. The incumbent must be able to give attention to details and High level of responsibility, Ability to work under pressure. Requires an in-depth application of the principles, systems and regulations associated with specific acts of Local Government and broader regulations.

**RESPONSIBILITIES:** Planning of delivery and overall Human Resource Provisioning and Organisational Design and Employment Equity delivery activities in line with the Council's strategic priorities and objective. Communicating with the General Manager on specific key performance areas (HR Administration, organisational Design and Employment Equity) with a view to aligning functions and service delivery objectives against the capacity and capability of the division. Monitoring and researching, and analysing trends and a wide variety of information to identify emerging issues and their scope and potential impact/ risk to the division. Determine staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected shortlisted curriculum vitas and interviews. Conducting appraisals to measure performance against agreed objectives, consulting with personnel on developmental goals, career paths and, short term targets and standards.

**SALARY SCALE: R764 486.93 – R992 373.47**

**TASK GRADE 17**

**CLOSING DATE & TIME:**

**20 November 2020**

**@16H00**

If you qualify to apply for the above position, please send your application letter in conjunction with your comprehensive curriculum vitae, as well as certified copies of certificates to:

General Manager: Corporate Services, City of Mbombela, P.O. Box 45, Mbombela, 1200 /or hand delivered to 1 Nel Street, Civic Centre, Mbombela, Glass Office 1, 3<sup>rd</sup> Floor.

Enquiries can be directed to human resource division: (013 759 2095/9145/9970/9037). No late or faxed applications will be considered.

Should you not have been contacted for an interview within 30 days after the closing date you may assume that your application was unsuccessful.

**THE CITY OF MBOMBELA SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IN THIS VAIN, SUITABLY QUALIFIED WOMEN AND PEOPLE WITH.**

WJ KHUMALO  
MUNICIPAL MANAGER

