

DEPUTY DIRECTOR OPERATIONS(T17)- OFFICE OF THE MUNICIPAL MANAGER



External Advert: Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons.

DEPUTY DIRECTOR OPERATIONS(T17) – OFFICE OF THE MUNICIPAL MANAGER

Minimum Requirements

Matric and B Degree in Public Management , Human Resources Management and Social Sciences or NQF Level 7 equivalent qualification with 3-5 years Management experience.

Summary of duties

Plans, leads and manages key administrative and operational requirements (Performance Management, Special Programmes ,DDM/IGR & Stakeholders, Public Participation, Risk & Compliance etc) for the Municipal Manager's Office.

- Analysing performance of current administrative/ operational systems against legislative requirements and best practices with a view to introducing changes to applications and methods to support accountable governance.
- Operationalizing the resolutions of EXCO and Council by coordinating the resolutions register, dispatching the resolutions to relevant HODs for implementation and consolidating the reports for presentation to MANCO.
- Capturing and registering all the activities or responsibilities at MANCO, EXCO and Council that need the attention of the Municipal Manager and ensure timeous implementation and reporting.
- Preparing and presenting to the Municipal Manager forward plans, strategic intent and interventions designed to drive reorganisation and alignment of critical support service functions.
- Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory regulations.
- Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period.
- Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel.
- Evaluating the adequacy of current policies and contractual service level agreements and, assessing commenting on the need for change and alignment of terms and conditions to best practices, financial requirements, and legislation.
- Monitoring the adequacy of current procedures, systems and controls through analysis and review of reports with respect to specific support functions (Performance Management, Special Programmes ,DDM/IGR & Stakeholders, Public Participation, Risk & Compliance etc) and, drafting recommendations on specific amendments to policy to stimulate and maintain efficiency.
- Determining the capabilities of Staff, Service Providers and/or Consultants in maintaining quality and performance standards with a view to providing suggestions on the revision of roles and outcomes.
- Analyzing and attending to the preparation of responses to correspondence received from the public pertaining to services and/ or queries and/ or local, provincial and state departments.

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Remuneration: R 57 990,16 per month

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, Drivers Licence and ID must reach HR Section no later than **12h00 on 26 May 2023**. Enquiries may be directed to HR Section: 034-3297200 during office hours. Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to The Acting Municipal Manager on:

Physical Address:

**Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952**

Postal Address:

**Amajuba District Municipality
Private Bag X6615
Newcastle
2940**

**PM MANQELE
ACTING MUNICIPAL MANAGER**