



**ADVERTISEMENT OF A VACANT POST –INTERNAL/EXTERNAL**

The Sedibeng District Municipality with its seat in Vereeniging invites candidates to apply for the following performance-based.

**OFFICE OF THE SPEAKER**

<b>CLUSTER</b>	<b>POLITICAL MANAGEMENT TEAM</b>
<b>DEPARTMENT</b>	OFFICE OF THE SPEAKER
<b>POSITION</b>	Director (contract linked to the political term of the Speaker of Council)
<b>SALARY</b>	Job Level 02 (R 1 240 927,64 .00 p.a) plus benefits for a Grade 11 local authority
<b>REQUIREMENT</b>	Grade 12 B Degree IN Public Management or related qualification Code B (8) Driver's License
<b>EXPERIENCE</b>	4 Years
<b>COMPETENCY REQUIREMENTS OF THE POST</b>	<p><b>CONSULTING</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrates competencies from level 1 to 3;</li> <li>➤ Balances political, personal and societal views with municipality' needs when communicating differing viewpoints on complex issues;</li> <li>➤ Displays thorough understanding of subject matter, risks, stakeholder dynamics and consultation processes and methodologies;</li> <li>➤ Uses language and style to capture the attention of the audience;</li> <li>➤ Capable of effectively exploring alternatives and positions to r o reach outcomes that gain the support and acceptance of all parties</li> </ul> <p><b>CHANGE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrates competencies from level 1 to 3.</li> <li>➤ Has thorough knowledge of human and municipality's behaviors and applies this knowledge in the design and implementation of strategies, frameworks, methods for complex change programs;</li> <li>➤ Sponsors "change agents" and creates a network of leaders who support and own the change;</li> <li>➤ Ensures that Change Management interventions remain effective, even in conditions of change fatigue;</li> <li>➤ Able to align change management activities with other initiatives; Ability to ensure that there is active involvement by leadership to demonstrates a sense of ownership;</li> </ul> <p><b>ORGANIZATIONAL AWARENESS</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrates competencies from level 1 to 3;</li> <li>➤ Contributes to shaping the municipalities and local government specific goals and priorities;</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Knowledge of the municipality's functional directorates/departments and understands strategic integration across these;</li> <li>➤ In-depth knowledge of the municipality's challenges in delivering municipal services</li> </ul> <p><b>PROBLEM SOLVING:</b> The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it.</p> <ul style="list-style-type: none"> <li>➤ Demonstrates competencies from levels 1 to 3;</li> <li>➤ Conceptualizes possible solutions to problems;</li> <li>➤ Weighs each solution against best-practice criteria;</li> <li>➤ Establishes and executes plans to solve problems engaging others as necessary;</li> <li>➤ Ensures implementation and buying to the solution;</li> </ul> <p><b>PLANNING AND ORGANISING:</b> The ability to plan activities within specific timeframes and then to execute these activities according to plan.</p> <ul style="list-style-type: none"> <li>➤ Demonstrates competencies from levels 1 to 3;</li> <li>➤ Plans tasks on a monthly basis for self and others;</li> <li>➤ Prepares delegated plans for others on a weekly basis;</li> </ul> <p>Holds fora to discuss planning for the longer term (1 to 5 years) and consolidates input;</p> <p><b>ETHICS AND PROFESSIONALISM:</b> The ability to identify and deal with ethical issues and conflicts of interest.</p> <ul style="list-style-type: none"> <li>➤ Demonstrates competencies from levels 1 to 3;</li> <li>➤ Evaluates relevant facts, issues and risks;</li> <li>➤ Distinguishes among various options;</li> <li>➤ Resolves ethical and potential conflict of interest issues to conclusion taking into account associated risks;</li> </ul> <p>Upholds good and ethical conduct</p> <p><b>PLANNING AND ORGANISING:</b> The ability to plan activities within specific timeframes and then to execute these activities according to plan.</p> <ul style="list-style-type: none"> <li>➤ Demonstrates competencies from levels 1 to 3;</li> <li>➤ Plans tasks on a monthly basis for self and others;</li> <li>➤ Prepares delegated plans for others on a weekly basis;</li> </ul> <p>Holds fora to discuss planning for the longer term (1 to 5 years) and consolidates input;</p>
<p><b>JOB PURPOSE</b></p>	<p><b>Providing strategic Political/Administrative advice and guidance to the Council Speaker and providing management services to the Office of the Speaker. To ensure the efficient, effective planning in the Office of the Speaker.by:</b></p>

<p><b>DUTIES</b></p>	<ol style="list-style-type: none"> <li>1. Identifying the broad five-year strategy and define, implement and monitor short-term plans/objectives.</li> <li>2. Providing advice/opinions and support to the Speaker and other senior managers on the Council process, through the analysis and evaluation of the attitudes and needs of the Municipality.</li> <li>3. Directing and controlling the Key Performance Indicators and outcomes of personnel within the department.</li> <li>4. Supporting the accounting officer in ensuring that the budget is aligned to relevant policies and the Integrated Development Plan, Service Delivery and Budget Implementation Plan.</li> <li>5. Contributing to and supporting the Speaker with regular risk management in the supply chain and prioritization of risk according to highest versus lowest potential risk;</li> <li>6. Communicating with the Assistant Manager: Capacity Building and SALGA Relations to develop a Capacity Building program for Councilors</li> <li>7. Directing, leading and overseeing the activities associated with the development and implementation of the MPAC Oversight Program</li> </ol>
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Sedibeng District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. Sedibeng DM reserves the right not to make an appointment in the above-mentioned position, although advertised, it can be filled by way of transfer or deployment, should it be considered to be in the interest of service delivery. If you do not hear from us within 60 days after the closing date, kindly accept that your application was unsuccessful and communication will be limited to shortlisted candidates. Canvassing of councillors or employees, in respect of the position, will lead to immediate disqualification of the application. •Please note that recommended candidates will undergo security vetting, including inter alia competency assessments, the verification of Curriculum Vitae, all qualifications and criminal records. The successful candidate will be required to sign an employment contract, a performance agreement as well as to disclose their financial interests.

The application form can be downloaded from our website: [www.sedibeng.gov.za](http://www.sedibeng.gov.za) Applications must be hand-delivered to our Human Resources in room 107 on the first floor.

All enquiries relating to job content can be directed to our Human Resources Department, tel. 0664734299 or during office hours.

**CLOSING DATE FOR ALL APPLICATIONS IS 16 MAY 2024**

Sedibeng District Municipality is an equal opportunity and affirmative action employer. It is our intention to promote equitable representivity through the filling of these positions.

**Mr. F.M Mathe  
Municipal Manager  
Sedibeng District Municipality**

