



DR KENNETH KAUNDA DISTRICT MUNICIPALITY IN THE NORTHWEST PROVINCE IN ORKNEY NEAR KLERKSDORP, HEREBY INVITES SUITABLE QUALIFIED CANDIDATES TO APPLY FOR THE BELOW MENTIONED POSITION. CANDIDATES WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY

DIRECTORATE: DISTRICT ECONOMIC DEVELOPMENT
POSITION: SENIOR MANAGER: DED AND TOURISM
TERM OF CONTACT: PERMANENT
TO BE STATIONED: ORKNEY

Total remuneration package (Minimum R 935 100: Midpoint R 1 068 686 and Maximum R1 184 979per annum) as per government 50737, dated 30 May 2024

Requirements:

At least a Bachelor degree in Economics/ Econometrics/ Local Economic development studies or equivalent.

The minimum competency level in the unit standards for a competency area is required for the position in terms of the Local Government: Municipal Regulations on Minimum Competency Levels, 2007, as amended on 26 October 2018

A certificate in Municipal Finance Management Program (MFMP) in terms of the 2007 Regulations on Minimum Competency Levels or should be attainable withing eighteen (18) months from date of employment.

Five (5) years' experience at management level.

Have proven successful management experience in administration

The need to undergo security vetting and undergo competency assessment test

Possession of A valid Driver's license and no criminal record.

KNOWLEDGE AND SKILLS

The ability to contribute to service delivery systems of a complex nature and to manage the achievement of municipal strategies and goals.

To formulate and influence short, medium and long-term service delivery plans on Municipal strategies and goals.

To provide supportive leadership to the accounting Officer and Senior Management team.

To develop and maintain strategic alliance with various stakeholders

To support and implement good governance in the area of responsibility

To undertake risk, change and guide the management of such.

To support and contribute to the formulation of policy and by laws by the municipal council

To implement, manage and oversee the implementation of legislation and policy within the area of responsibility

Advanced knowledge and understanding of relevant policy and legislation

Key Competencies

Strategic capability

Organisational and presentation skills

Partnership and stakeholder relations

Knowledge of performance management

Communication skills

Interpersonal skills

People management and empowerment

Problem solving skills

Finance management

Service delivery and innovation

Knowledge of intergovernmental relations

Government leadership

Programme and project management

Key Performance Areas and Responsibilities

Interact with local municipalities, stakeholders and government departments on all economic development

Interact with local and international donors/ funders and investment to market economic opportunities within the district

Develop and implement a district programme to align economic development with PGDS

Participate in the development and monitoring of the implementation of all policies regarding economic development, including SMME development

Trade and investment promotion

Good knowledge and understanding of relevant policy and legislation

Good knowledge and understanding of institutional governance systems and performance management

Knowledge of geographical information systems and

Knowledge of spatial, town and development planning

DIRECTORATE: CORPORATE SUPPORT SERVICES AND ICT

POSITION :SENIOR MANAGER CORPORATE SERVICES
SUPPORT & ICT (RE-ADVERT)
TERM OF CONTRACT :PERMANENT
TO BE STATIONED : ORKNEY
TOTAL REMUNERATION:

Package will be in terms of Government Gazettee No. 48789 + dated 14 June 2023,(i.e Minimum R935 100; Midpoint R 1 068 686 and maximum R 1 184 979 per annum)

GENERAL REQUIREMENTS:

- The minimum competency level in the unit standards for a competency area is required for the position in terms of the Local Government: Municipal Regulations on Minimum Competency Levels, 2007, as amended on 26 October 2018
- Five years relevant experience at middle management level
- Have proven successful management in administration
- Need for signing of an employment contract, a performance agreement and disclosure of financial interest
- The need to undergo security vetting
- The need to undergo competency assessment test
- Valid driver's license and NO criminal record
- Local Government experience will be added advantage
- Strategic Development and Management and Organisational Awareness
- People Management
- Human Capital Planning and Development ; Diversity Management; Employee
- Relations Management and Negotiation and Dispute Management
- Program and Project Management
- Program and Project Planning and Implementation
- Service Delivery Management Program, Program and Project Monitoring and Evaluation
- Financial Management
- Budget Planning and Execution; Financial Strategy and Delivery and Financial Reporting and Monitoring
- Change Leadership
- Change Vision and Strategy; Process Design and Improvement and Change impact Monitoring and Evaluation
- 3Governance Leadership
- Policy Formulation; Risk and Compliance and Cooperative Governance

CORE COMPETENCIES:

- Moral Competence Planning and Organsing
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

HIGHER EDUCATION QUALIFICATION:

- Grade 12
- Bachelor's Degree in Public Administration/Management Services/ Law, or equivalent qualification registered on the National Qualifications Framework at NQF Level 7
- A certificate in Municipal Finance Management Program (MFMP) in terms of the 2007 Regulations on Minimum Competency Levels or should be attainable withing eighteen (18) months from date of employment.
- Advanced knowledge understating of relevant policies and legislations
- Advanced understanding of council operations and delegation of powers
- Advanced knowledge of cooperate support services, including;
 - Performance areas
 - Human Capital Management
 - Legal Services
 - Facilitates Management
 - Information communication technology and,
 - Council Support functions
 - Labour Relations Act, and other labour related prescripts
- Legal background and Human Capital Management, and;

LEADING COMPETENCIES :

- Strategic Direction and Leadership
- Impact and influence; Institutional Performance Management
- Knowledge of coordination and oversight of all specialised support functions
- Good Governance
- Audit and Risk management establishment and functionality
- Budget and Financial management
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in at least two of the three languages
- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Administration Information Technology
 - Human Resources
 - Labour Relations
 - EAP
 - Occupational health and Safety
 - Records and Administration
- Implement Council resolutions in timely manner and fellow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning Service Delivery and Budget Implementation Plan
- Directorate's budget preparation and management
- Develop and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management systems and annual reporting
- Directorate's human resource development,management and supervision of departmental staff including industrial relations
- Communicate effectively with all persons and organizations concerned
- Attending and implementation Council and Mayoral Committee meetings and submitting reports
- Report directly to the Municipal Manager

CLOSING DATE: 8 DECEMBER 2025

persons are requested to submit complete Curriculum Vitae at the Record Section. Dr Kenneth Kaunda District Municipality is an Equal Opportunity Employer. Suitably qualified and experienced persons with disabilities are encouraged to apply. All enquires must be directed to the Human Resource Division: Mr Thato Mothibedi at 018 473 8000/8021. Please note that no faxed or e-mailed applications will be considered. If no response is received within three months of closing date, consider your application as unsuccessful

Applications should be forwarded to:

The Record Section
Dr Kenneth Kaunda District Municipality
Municipality
Private Bag X5017
KLERKSDORP
2570

Physical Address
Dr Kenneth Kaunda District
ORKNEY
2620

Prescribed application form is available on the website www.kaundadistrict.gov.za and the Records Office. Certified copies of original certificates not older than 3 months must be attached to the CV. Interested