

KEY PERFORMANCE AREAS: Build, design and deliver OD strategies, initiatives, processes, programs, and action plans such as Managerial Development, Key Talent, Performance Management, culture building, Feedback process and OKRs methodology implementation, which foster a high-vision & values • Managing the development of job descriptions/profiles • Conducting and implement work study investigation • Coordinating and implement change management • Analysing the organisation's investment in its human capital strategy and preparing and consolidating estimate of requirements to support continuous improvement and personnel development for inclusion into the Organizational Design Budget.

2. MUNICIPAL MANAGER'S OFFICE – MAYORAL AFFAIRS

ASSISTANT MANAGER: CREATIVE ARTS, HERITAGE AND MUSEUMS
TASK GRADE: 14

ANNUAL BASIC SALARY R532 521.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES
(EMAXESIBENI)

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma/ Degree qualification in Management Studies/ Social Sciences • At least eight (8) years' relevant experience, of which (02) years must be at supervisory level within Sport Recreation, Arts and Culture, Heritage and Museums in local government environment • Certificate in Events Safety Management will be an added advantage • Code EB Driver's License • Computer literacy: Microsoft Office

KEY PERFORMANCE AREAS: Supervise all activities performed by Creative Arts, Heritage and Museum Coordinators. Monitor their daily activities in the implementation of programmers.
• Coordinating and monitoring the effectiveness of policies and procedures associated to programs of Creative Arts and Heritage Development & museums; Arts and traditional leaders Programs through the interaction and involvement of relevant role players.



- Assist in identifying heritage sites and resources for the district to ensure their conservation, preservation and proper grading by relevant authorities e.g. liaising with the department of Sports, Arts and Culture, to ensure integration of services that will promote optimum resource mobilization
- Coordination the involvement of traditional leaders and oral historians to obtain relevant information regarding heritage issues and conduct research on sites for heritage significance
- Developing annual programs and events that commemorate district Heritage, arts, culture and community sport in collaboration with traditional group's leaders, healers and District stalwarts to ensure continues improvement in the development and preservation of district heritage.

3. INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES

ASSISTANT MANAGER: PLANNING & DESIGN

TASK GRADE: 16

ANNUAL BASIC SALARY R691 292.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

(EMAXESIBENI)

ESSENTIAL REQUIREMENTS: Grade 12 • A recognized BSc/B. Engineering/B Tech Civil Engineering • Must be registered as a Professional Engineer or Professional Engineering Technologist (Pr. Eng or Pr. Tech Eng) with the Engineering Council of SA (ECSA) • Minimum of 07 years relevant experience post qualification in water and sanitation projects of which 04 years must be in managerial position • Ability to lead a multi-disciplinary team • At least 04 years' experience working in Local Government level with a good understanding of public administration • Must be a strategic thinker, have a passion for rural development and good communicator • Must have a working and understanding of Municipal Structure Act, Municipal System Act, Water Services Act and the DORA • Code EB Driver's License • Computer literacy: Microsoft Office

