UMZINYATHI DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA  Umzinyathi District Municipality an equal opportunity employer, with its head office based in Dundee, hereby invites suitably qualified persons to apply for the following position: MANAGER IN THE OFFICE OF THE MAYOR  SALARY: Post Level E1: (R 542 291.02) per annum  REQUIREMENTS: The incumbent must have a Bachelor’s Degree or National Diploma in Public Administration and Politics. Computer literacy-MS Office Applications, PowerPoint. 3-5 years practical experience in Local Government Management. Ability to work under pressure and extended hours. Attention to accuracy  KEY RESPONSIBILITIES / DUTIES  Management of the financial administration of the office of the Mayor and the Speaker. Management of assets and liabilities on behalf of the Mayor and the Speaker. Management of the supply chain management in relation to the demand management, acquisition management, logistic management, disposal management, risk management and performance management. Budget management which includes budget formation and implementation, and Financial governance as related to financial report and accounting. Provide support to the political office bearers in terms of proper management of administration of the Office of the Mayor within the Municipality to provide guidance in relation to the duties of responsibilities of the Mayor in terms of legislation. Strategy and political support and advise to political structures and political office bearers. Interface between political offices (Legislature and Executive) and administration. Execution of resolutions of the IGR meetings and reporting thereof to the Mayor and the relevant structure regarding the execution of the resolutions thereof. Control workflow processes and output levels of personnel in the Office the Mayor and the Speaker. Providing administrative support to Council committees and other structures. Written applications form together with a comprehensive Curriculum Vitae and certified copies of qualifications and identity document must be forwarded to: The Human Resources Manager Umzinyathi District Municipality PO Box 1965 DUNDEE 3000 The closing date for applications will be Friday 23rd March 2018 at 15h00. If not contacted within 30 days from the closing date, kindly regard your application as being unsuccessful. (NB: Faxed applications will not be considered) UMzinyathi District Municipality is an equal opportunity employer and encourages applications from women and people living with disabilities and effectively implement affirmative action and employment equity plan. It should be noted that first preference will be given to internal candidates. ________________________ MR. SB NDABANDABA MUNICIPAL MANAGER DATE: __________________