



BUSHBUCKRIDGE LOCAL MUNICIPALITY

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the **position** of:

Post : Regional Manager
Directorate : Corporate services
Level : T 15
Centre : Shatale Regional Office

Responsibilities:

- Managing all service delivery in the region
- Financial management at regional level
- Human resource management at regional level
- Coordination with central administration
- Collecting and monitoring payment for service rendered
- Control and maintenance of assets within the region
- Managing administrative functions of the region
- Implementation of council resolutions
- Responsiveness to public complaints and suggestions
- Project monitoring within the region

Requirements:

- Diploma or degree in Human Resources
- 2-3 years relevant experience in Local Government
- A valid driver's license
- Effective multidisciplinary management skills
- Knowledge of local government management
- Ability to work under pressure
- Computer literacy (an added advantage)
- Understanding of the Municipal Policies
- Knowledge and understanding relevant acts and other pieces of legislations
- Knowledge & understanding of Batho- Pele

Application forms indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of qualifications to be forwarded to:

The Acting Municipal Manager
Bushbuckridge Local Municipality
Private Bag X9308
BUSHBUCKRIDGE
1280

Or, hand delivery to Office No. 55 at Registry (Head Office, Bushbuckridge)

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

The closing date for applications will be **15h00, 17th of February 2012** (If you do not hear from us within 30 days after the closing date, regard your application as unsuccessful)

Enquiries on the above should be directed to the **Human Resources Division** at **013-799 1851/7**

Appropriately qualifying women and disabled persons are encouraged to apply.

The Municipality reserves the right not to make an appointment

