



BUSHBUCKRIDGE Local Municipality

Private Bag x 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Bushbuckridge
Co-ordinates: 31°3'59.796"E
24°50'24.3304"S

Tel: 013 004 0291/92/95

Email: info@bushbuckridge.gov.za

Website: www.bushbuckridge.gov.za

LOCAL ADVERTISEMENT

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 : **MPAC RESEARCH COORDINATOR**
DIRECTORATE : **CORPORATE SERVICES**
REMUNERATION : **R 342 355.07 per annum**
CENTRE : **HEAD OFFICE**

RESPONISIBILITIES

- Conduct researches
- Prepare questions on audit reports
- Prepare MPAC audit research
- Draft annual programmes
- Coordination of MPAC activities
- Compile all MPAC reports

REQUIREMENTS

- Grade 12(matric certificate)
- Bachelor of law (LLB) or equivalent
- 3 years working experience in public service administration.
- Sound knowledge of council matters or operations will be an added advantage.

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.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

Any falsification information be it in a form of postal or residential address, qualification, references or any other information given by the applicant will lead to dismissed upon discovery by the employer.

The Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR Hand delivery to office no 55(Registry)
R533 Graskop Road
Bushbuckridge

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful.

Closing date : 16 April 2021



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LOCAL ADVERTISEMENT

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 : **PUBLIC PARTICIPATION CO ORDINATOR**
DIRECTORATE : **CORPORATE SERVICES**
REMUNERATION : **R 342 355.07 per annum**
CENTRE : **HEAD OFFICE**

RESPONISIBILITIES

- Participate in the integrated Development Planning processes in order to understand the municipality's service delivery objectives.
- Participate in the drawing of public participation strategy and implementation plan and ensure to avoid specific risk factors and forwarding to the manager for perusal and comment,
- Discussing and prioritizing programmed public participation initiatives, verifying resources allocations and execution procedures. Arranging the ward committee, attending and taking minutes.
- Organizing community meetings together with Councilors and attend.
- Receiving reports from ward Committees. Compiling the report to COGTA.
- Checking and commenting on the adequacy of budgetary provisions to support public Participation Programmes and monitoring expenditure and payment to services providers.

REQUIREMENTS

- Grade 12
- Degree in Public Management or equivalent.
- 3 years relevant experience in public participation.
- Knowledge of Local community culture, needs, and problem solving mechanisms will also serve as an added advantage.
- Good communication and negotiation skills, interpersonal skills, time management and knowledge of Microsoft office package (Computer Skills).

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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 : **PUBLIC PARTICIPATION ADMIN CLERK**
DIRECTORATE : **CORPORATE SERVICES**
REMUNERATION : **R 261 135.42 per annum**
CENTRE : **HEAD OFFICE**

RESPONISIBILITIES

- Must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for.
- Provide assistance in the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders
- Render administrative support on community development and related activities.
- Render administrative functions.
- Assist in organizing community meetings together with councilors and attend.
- Assist receiving reports from ward committees and compiling the report to COGTA.

REQUIREMENTS

- Grade 12
- National Diploma in public management or equivalent.
- Knowledge of Basic Conditions of Employment Act, Labour Relations Act.
- Minimum of 2 years' experience in a public service administration.
- Ability to operate a Computer e.g. Windows.
- Excellent communication skills both written and verbal.

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