



## OFFICE OF THE MUNICIPAL MANAGER

EXTERNAL RE-ADVERTISEMENT: JUNE 2026

Thabo Mofutsanyana District Municipality, within its sitting in Phuthaditjhaba, Free State Province, an equal opportunity employer which subscribes to the principle of the Employment Equity Act invites suitable candidates who meet the requirements to apply for the following advertised positions.

### INTERNAL/EXTERNAL

1.DEPARTMENT	OFFICE OF THE MUNICIPAL MANAGER
POST	<b>MANAGER: OFFICE OF THE MUNICIPAL MANAGER</b>
	<b>TASK LEVEL 16- Notch 6 -R 743 002,96 Per Annum</b> (Category 2 Municipality) Benefits-Pension fund, Medical Aid, Car Allowance and Cell phone Allowance
PERIOD OF EMPLOYMENT	Permanent (Probation -6 months)
REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Bachelor's Degree in Law/Postgraduate Diploma in Public Law - Local Government/Degree in Public Administration or equivalent</li> <li>• Computer Literacy: MS Office Applications</li> <li>• Sound knowledge of Risk Management Policies and Legislations</li> <li>• A valid driver's license.</li> <li>• 2-3 years relevant experience.</li> </ul>
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Legal and Individual Performance Functions.</li> <li>• Provide Legal Awareness.</li> <li>• Determine the exact nature and extent of legal problems referred by Council Departments, Council Committees , etc and questions referred by Council Members to the Municipal Manager</li> <li>• Analyse all legal documents and advice the Municipal Manger accordingly.</li> <li>• Prepare legal reports for submission to Council.</li> <li>• Ensure that legal documents are attended to and responded to timeously.</li> <li>• Give guidance , legal opinion and advice to the Municipal Manager with regards to legal matters.</li> <li>• Ensure compliance with legal matters.</li> <li>• Develop and review contracts, such as Service Level agreements, Lease agreements and Memorandum of Understanding.</li> <li>• Manage litigations, formulate legal opinions and make recommendations to the Municipal Manager.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• Monitor legislative compliance by departments.</li> <li>• Manage staff individual performance.</li> <li>• Prepare IPMS reports for submission to relevant Council Committees.</li> <li>• Ensure assessment of Individual Performance on a quarterly basis.</li> <li>• Review Individual Performance Management documents .</li> <li>• Prepare the reports of the Municipal Manager.</li> <li>• Stakeholder Relations Management.</li> </ul> |
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Applications with comprehensive CV's and certified copies of qualifications must be forwarded to below address or be hand delivered at Room 210 to Corporate Services Secretary:

**The Municipal Manager**

**Thabo Mofutsanyana District Municipality**

**Private Bag x 810**

**Witsieshoek**

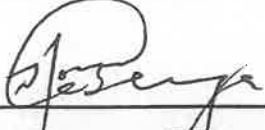
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**N.B**

- Communication will be entered into with short listed candidates only.
- Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months after the closing of the advertisement, please consider your application as unsuccessful.
- It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof.
- The municipality reserves the right not to appoint any applicant to this position.
- Please do not send original documents.
- TMDM Application for employment form is obtainable on our website: [www.thabomofutsanyana.gov.za](http://www.thabomofutsanyana.gov.za), under vacancies.
- Faxed and e-mailed applications will not be considered.
- Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.
- Women, designated groups and people with disabilities are encouraged to apply. People with disabilities must state the nature of their disability in the application.

Enquiries: Me M.E Ngobese (Human Resources Manager)  
058 718 1000/1069 or email: [malefu@tmdm.gov.za](mailto:malefu@tmdm.gov.za)

**CLOSING DATE : 16 JUNE 2026**



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**Me T.P.M LEBENYA**  
**MUNICIPAL MANAGER**