



# MATJHABENG

## LOCAL MUNICIPALITY

THE CENTRAL MUNICIPALITY  
WITH AGRICULTURE, BUSINESS,  
MINING, TOURISM, TRANSPORT  
& DISTRIBUTION OPPORTUNITIES

# ADVERT

## MATJHABENG LOCAL MUNICIPALITY INVITES SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:

### EXECUTIVE DIRECTOR: INFRASTRUCTURE

#### TERM OF APPOINTMENT

5 years fixed term performance-based contract  
(To be appointed in terms of Section 56 and 57 of  
Municipal Systems Act 32 of 2000)

#### PLACE TO BE STATIONED: Welkom

#### REMUNERATION PACKAGE

As determined by notice No: 43122 of 2020 on upper  
limits for senior managers for a Category 6 Municipality

#### MINIMUM: R1 188 638

#### MIDPOINT: R1 415 047

#### MAXIMUM: R1 596 747

#### REQUIREMENTS

Please note that the Minimum Competency Requirements  
for Senior Managers as promulgated in Government  
Gazette No 37245 of 17 January 2014, Local  
Government: Regulations on appointment and conditions  
of employment of senior managers, Local Government  
System Act, 2000 will apply.

#### MINIMUM REQUIREMENTS

Bachelor of Science Degree in Engineering / B Tech:  
Engineering, or equivalent \* Computer literacy\*Only SA  
citizens or permanent residents with no criminal record  
are eligible to apply. \* Must be in possession of a valid  
driver's license and a suitable vehicle for proper  
performance of his/her functions. \* Willingness to work  
irregular hours with extensive traveling.

#### MINIMUM EXPERIENCE

\* A minimum of five (5) years' work related experience at  
middle management level, or as a programme/project  
manager, and 3-4 years must be at professional  
/management level, engineering management experience  
preferably in Local Government\* Have proven successful  
institutional transformation within public or private sector.  
\* Extensive experience in financial Management, policy  
development & management, strategic planning &  
implementation, program management, monitoring &  
evaluation, and reporting on services delivery.

#### ADDED ADVANTAGE

Certificate in Municipal Financial Management  
Programme (MFMP or CPMD) as prescribed by National  
Treasury, Government Gazette No 29967 dated 15 June  
2007 as well as a Certificate of Competency as required in  
terms of the General Machinery Regulations, 1988 •  
Electricity General Certificate of Competency •  
Registration as a Professional with a recognised  
professional body preferably in engineering sphere • A  
wealth of relevant hands-on experience in project  
management and information system management • 3-4  
years' management experience or as a project manager,  
preferably in municipal infrastructure environment.

#### KNOWLEDGE

Extensive practical knowledge of legislation governing  
local government and other related legislation\* Advanced  
knowledge and understanding of relevant policies\*  
Advance understanding of Council operations and system of  
delegation of powers\* Understanding of Good  
Governance practices, namely internal audit, risk  
management, consequence management, etc.\* Budget and  
Finance Management\*Experience in community  
facilitation and networking. Good Knowledge and  
interpretation of key and related local government Acts  
and Regulations (e.g., MSA, MFMA, etc), Good  
knowledge of local government Performance  
Management System, Good knowledge of Municipal  
supply chain management regulations and Preferential  
Procurement Policy Framework Act, 2000 (Act No: 5 of  
2000) \*Must be able to formulate engineering master  
planning, project management and implementation \* Have  
a working knowledge and understanding of Water  
Services Act and DORA

#### COMPETENCIES

**LEADING COMPETENCIES:** Strategic Direction and  
Leadership, People Management, Program and Project  
Management, Financial Management, Change Leadership  
and Governance

**CORE COMPETENCIES:** Moral Competence,  
Planning and Organizing, Analyzing and Innovation,  
Knowledge and Information Management,  
Communication, Results and Quality Focus; Analytical  
ability; Strategic financial management; Operational  
financial management. and Governance, ethics and values

#### PERSONAL ATTRIBUTES

Integrity, honesty, maturity and courtesy\* Diplomacy and  
commitment to providing progressive democratic and  
accountable government\* Strategist and excellent  
corporate planner\* Excellent communication and  
motivational skills\* Customer focused\* Advanced  
negotiation skills\* Analytical thinker\* Diversity  
management skills.

#### KEY PERFORMANCE AREAS

Reporting directly to the Municipal Manager, the  
successful candidate will be expected to carry out the  
duties and demonstrate knowledge and understanding of  
the following areas: Plan, direct and manage directorial  
functions of the directorate effectively and efficiently, in  
the following units:

- o Water
- o Sanitation
- o Mechanical Engineering
- o Electrical Distribution
- o Roads and Storm-water

Implement Council resolutions in timely manner and  
follow up on directions given, Formulating and  
implementation of the directorate's Integrated  
Development Planning, Directorate's budget preparation  
and management Development and implementation of  
directorate's Service Delivery and Budget Implementation  
Plan, Maintenance of directorate's performance  
management system and annual reporting, Directorate's  
human resource development and management and  
supervision of departmental staff including industrial  
relations  
Communicate effectively with all persons and  
organizations concerned Attending and implementing  
Council and Mayor's Committee meetings and submitting  
reports

### CHIEF FINANCIAL OFFICER

#### TERM OF APPOINTMENT

5 years fixed term performance-based contract  
(To be appointed in terms of Section 56 and 57 of  
Municipal Systems Act 32 of 2000)

#### PLACE TO BE STATIONED: Welkom

#### REMUNERATION PACKAGE

As determined by notice No: 43122 of 2020 on upper  
limits for senior managers for a Category 6 Municipality

#### MINIMUM: R1 188 638

#### MIDPOINT: R1 415 047

#### MAXIMUM: R1 596 747

#### REQUIREMENTS

Please note that the Minimum Competency Requirements  
for Senior Managers as promulgated in Government  
Gazette No 37245 of 17 January 2014, Local  
Government: Regulations on appointment and conditions  
of employment of senior managers, Local Government  
System Act, 2000 will apply.

#### MINIMUM REQUIREMENTS

A Honours degree in Accounting/Finance /Economics or a  
relevant qualification registered on the National  
Qualifications Framework at NQF Level 8 or a Chartered  
Accountant (SA). Only SA citizens or permanent residents  
with no criminal record are eligible to apply. \* Must be in  
possession of a valid driver's license and a suitable  
vehicle for proper performance of his/her functions. \*  
Willingness to work irregular hours with extensive  
traveling.

#### MINIMUM EXPERIENCE

Minimum of 7 Years relevant experience at middle  
management level, of which at least 2 years must be at  
senior management level, preferably in the Local  
Government sector.\* Have proven successful institutional  
transformation within public or private sector. \* Extensive  
experience in financial Management, policy development  
& management, strategic planning & implementation,  
program management, monitoring & evaluation, and

reporting on services delivery.

#### ADDED ADVANTAGE

Certificate in Municipal Finance Management Program  
(MFMP) (SAQA Qualification ID No. 48965) or  
Certificate Program in Municipal Development (CPMD)  
or attain the qualification within 18 months from date of  
appointment, and registration with a Professional body  
will serve as a strong recommendation. \* Registration  
with a relevant Professional body will serve as a strong  
recommendation.

#### KNOWLEDGE

A proven institutional transformation record in the public  
or private sector \*A proven track record of budget and  
finance management Extensive practical knowledge of  
legislation governing local government and other related  
legislation\* Advanced knowledge and understanding of  
relevant policies\* Advance understanding of Council  
operations and system of delegation of powers\*  
Understanding of Good Governance practices, namely  
internal audit, risk management, consequence  
management, etc.\* Experience in community facilitation  
and networking. Good Knowledge and interpretation of  
key and related local government Acts and Regulations  
(e.g., MSA, MFMA, etc), Good knowledge of local  
government Performance Management System, Good  
knowledge of Municipal supply chain management  
regulations and Preferential Procurement Policy  
Framework Act, 2000 (Act No: 5 of 2000)

#### COMPETENCIES

**LEADING COMPETENCIES:** Strategic Direction and  
Leadership, People Management, Program and Project  
Management, Financial Management, Change Leadership  
and Governance. Ability to be an innovative and strategic  
leader.

**CORE COMPETENCIES:** Moral Competence,  
Planning and Organizing, Analysing and Innovation,  
Knowledge and Information Management,  
Communication, Results and Quality Focus.

#### PERSONAL ATTRIBUTES

Integrity, honesty, maturity and courtesy\* Diplomacy and  
commitment to providing progressive democratic and  
accountable government\* Strategist and excellent  
corporate planner \*Excellent communication and  
motivational skills\* Customer focused\* Advanced  
negotiation skills\* Analytical thinker\* Diversity  
management skills.

#### KEY PERFORMANCE AREAS

Reporting directly to the Municipal Manager, the  
successful candidate will be expected to carry out the  
duties of the Chief Financial Officer as contained in  
section 81, of the Municipal Systems Act 32 of 2000 and  
demonstrate knowledge and understanding of the  
following areas:  
Provision of strategic financial management direction,  
advice and leadership to the Budget and Treasury,  
Revenue, Expenditure and Supply Chain Management  
functions \* Provision of an effective financial  
management system inclusive of policies, procedures,  
financial operating standards, practices, anti-corruption  
measures and an effective accounting system within the  
municipality \* Provision of strategic direction to the  
financial planning and budgeting process within the  
municipality and ensure that strategies are consistent with  
the Constitution, MFMA, Treasury Regulations and  
annual Division of Revenue Act \* Ensuring that effective  
revenue collection systems that are consistent with the  
Municipal Systems Act and Municipal Property Rates Act  
are in place, including effective system of expenditure  
management \* Overseeing the compilation of financial  
statements and application of efficient and effective  
control systems \* Support the Accounting Officer and  
other Senior Managers in the execution of their functions  
\* Managing and ensuring productive utilisation of  
personnel with the Budget and Treasury Office \* Overall  
responsibility for the implementation of efficient, effective  
and economic financial systems in the municipality \*  
Responsible for Human Resource Management \* Ensure  
implementation of the Performance Management System  
within the financial department.

Develop, implement and manage strategic goals, policies  
and procedures in alignment to the municipality's  
strategic- and IDP objectives Ensure municipal financial  
viability through management and monitoring of all  
income and expenditure of the Municipality, safeguarding

all assets, discharging the Municipality's liabilities as well  
as proper and diligent compliance with the Municipal  
Financial Management Act and other legal and best  
practice- prescripts. Responsible for the preparation and  
the control of the budget.

#### APPLICATIONS

Interested applicants can access the regulated application  
form at [www.matjhabeng.fs.gov.za](http://www.matjhabeng.fs.gov.za), which must be  
accompanied by Curriculum Vitae, originally Certified  
copies of qualifications, drivers licence and ID (not older  
than 3 months) to: The Municipal Manager: Private Bag  
X707; Welkom; 9460 or hand deliver to 319 Stawey,  
Welkom Central, Welkom, 9460

\* It is the applicant's responsibility to have foreign  
qualifications evaluated by the South African  
Qualifications Authority (SAQA) and to attach proof  
thereof

\* NOTE: No faxed or emailed applications will be  
accepted.

\* No Applications will be considered if not on the official  
Application Form

\* The applicant gives consent that their personal  
information may be accessed for verification purposes in  
adherence to the POPI Act (include signed consent letter).

\* The Municipality will subject shortlisted candidates to  
reference checks; security vetting; verification of  
qualifications, and a competency-based assessment over 2  
day's prior appointment.

\* Direct or indirect canvassing for preferential treatment  
will result in automatic disqualification of affected  
candidate.

\* Correspondence will be limited to short listed candidates  
only.

\* Applicants who have not been contacted within 30 Days  
from closing date should consider their application  
unsuccessful.

\* The successful candidate will be required to sign an  
Employment Contract on or before assumption of duty, a  
Performance Agreement within 60 days of appointment as  
well as the necessary Disclosure of Financial Interest  
Forms. Fraudulent qualifications, information or  
documents will disqualify any applicant.

#### CONTACT PERSON FOR ENQUIRIES Municipal Manager

Contact Numbers: 057 391 3359

#### CLOSING DATE OF APPLICATIONS 18 November 2022

Private Bag X708, WELKOM; 9460, Tel:  
(057) 057 391 3911 x 3359, Fax: (057) 357 -  
4393

Website: [www.matjhabeng.fs.gov.za](http://www.matjhabeng.fs.gov.za); e-mail;  
[mm@matjhabeng.co.za](mailto:mm@matjhabeng.co.za)

Matjhabeng Local Municipality comprises of  
the following towns; Welkom; Virginia;  
Odendaalsrus; Allanridge; Hennenman and  
Ventersburg. Matjhabeng Local Municipality  
subscribes to the principles of affirmative  
action and all accompanying regulations that  
seek to address the imbalances of the past.  
The administrative offices of the municipality  
are situated at Welkom; which is 225.8 km's  
south of Johannesburg and 152.8 North of  
Bloemfontein.

Approved by:  
Ms. Z. Tindleni  
Municipal Manager  
Matjhabeng Local Municipality