

# VACANCIES

The Matjhabeng Local Municipality is seeking an innovative self-driven person who can represent the Municipality at the highest levels to fill the following permanent position:

## MUNICIPAL MANAGER

The appointment will be made in terms of the Municipal Systems Act, as amended, read together with the Municipal Performance Regulations and the National Treasury Gazetted Competency Regulations.

### Requirements

- Bachelor Degree in Public Administration/Political Sciences/Social Sciences /Law; or equivalent
- Minimum of 5 years at senior management level, and
- Have proven successful institutional transformation within public or private sector.

### Key Performance Areas

- Advanced knowledge and understanding of relevant policy and legislation;
- Advanced understanding on institutional governance systems and performance management;
- Advanced understating of council operations and delegation of powers;
- Good governance;
- Audit and risk management establishment and functionality; and
- Budget and finance management.

Required minimum competency level in unit standards to be achieved.

The appointee will be required, as a condition of his /her appointment, to have obtained/ or exhibit competence in the following Financial and Supply Chain Management Competency areas before 30 September 2015.

Financial and Supply Chain Management Competency Areas	Required Minimum Competency Level in Unit Standards
Apply the principles of budgeting within a municipality	Unit Standard 116345
Apply costing principles to municipal operational and service based costing	Unit Standard 116340
Apply approaches to managing municipal income and expenditure within a multi-year frame-work	Unit Standard 116342
Apply the principle of ethics in a municipal environment	Unit Standard 116343
Apply the Inter-governmental Fiscal Relations Act to municipal financial management	Unit Standard 116344
Conduct auditing planning and implementation in South African municipality	Unit Standard 116351
Conduct performance management to a South African municipal environment	Unit Standard 116341
Design internal control and internal evaluation framework	Unit Standard 116357
Apply risk management in South African municipalities	Unit Standard 116339
Manage information technology resource in municipal finance environment	Unit Standard 116360

Failure to obtain/exhibit the required competency as set out herein may result in the termination of the appointee's services as of 30 September 2015 in terms of the prohibition on employment of financial officials not meeting competency levels as per clause 18 of Government Gazette No. 29967 dated 15 June 2007, unless agreement is obtained from National Treasury for extension of such a date, as per National Treasury's Circular No.60, Competency in the KPA listed below:

Strategic leadership and management	Financial Management
Operational financial management	Risk and change management
Programme and project and project management	Legislation , policy and implementation
Problem solving and analytical skills	Stakeholder relations
People management and empowerment	Supply Chain Management
Knowledge management	Audit and assurance
Communication	Mediation
Change management	Governance and leadership
Service delivery innovation	Competencies as required by other national line sector departments
Client orientation and customer focus	Exceptional and dynamic creativity to improve functioning of the Municipality
Governance , ethics and values in financial management	People Management

### Remuneration

Remuneration will be as per Government Notice

No. 225, Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000), UPPER LIMIT OF TOTAL REMUNERATION PACKAGE PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGER.

### Contact Person

**Senior Manager in the Office of the Executive Mayor, Mr. N . Mtirara @Telephone Number 057 391 3231.**

Interested and well qualified persons should address their applications, together with comprehensive curriculum vitae, certified copies of qualifications and names of at least three contactable referees to the Acting Executive Director Corporate Support Services, P O Box 708, Welkom, 9460, marked "Confidential" Municipal Manager post." Alternatively applications can be hand delivered to the Office of the Acting Executive Director Corporate Support Services, Second Floor, Civic Centre, Matjhabeng Local Municipality. Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

**Applications received via fax will not be considered.**

Canvassing with Councillors and officials is not permitted and proof thereof will result in disqualification. Shortlisted candidates will be subjected to a vetting process to determine suitability. Applicants submitting their curriculum vitae in terms of this advertisement specifically agree and authorize Matjhabeng Local Municipality and / or its representatives to undertake the necessary confirmation/certification of any information or documents in the curriculum vitae or required for vetting of suitability by Matjhabeng Local Municipality. Should applicants not be notified of the outcome of their applications within 30 days of the closing date, they should regard their applications as having been unsuccessful.

Matjhabeng Local Municipality reserves the right not to fill any or all positions advertised at the sole discretion of Council.

**The Matjhabeng Local Municipality subscribes to the principles of employment equity.**

**CLOSING DATE: 12 September 2014**  
**S NGANGELIZWE: EXECUTIVE MAYOR**

## EXECUTIVE DIRECTOR: STRATEGIC SUPPORT SERVICES

The appointment will be made on permanent basis in terms of the Municipal Systems Act, as amended, read together with the Municipal Performance Regulations and the National Treasury Gazetted Competency Regulations

### Requirements

- At least NQF level 7 in management; or equivalent.
- Minimum of 5 years at senior management level, or as programme/project manager ; and
- 3-4 years must be at professional /management level.
- Key Performance Areas
- Lead and Manage Strategic Planning Process(IDP & SDBIPs;
- Lead and Manage Core Operations Services;
- Monitor and Evaluate the activities of Matjhabeng Municipality;
- Monitor and Evaluate Compliance to Policies and Procedures of the Municipality;
- Manage Performance of the Municipality;
- Plan and Coordinate Communication Strategy;
- Manage and lead special projects
- Compile reports in accordance to the MFMA schedule

The appointee will be required, as a condition of his /her appointment, to have obtained/ or exhibit competence in the following Financial and Supply Chain Management Competency areas before 30 September 2015.

### Remuneration

Remuneration will be as per **Government Notice No. 225, Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000)**, UPPER LIMIT OF TOTAL REMUNERATION PACKAGE PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGER.

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### Contact Person

**Acting Executive Director Corporate Support Services, Mr. Barry Golele @Telephone Number 057 391 3454**

## SENIOR MANAGER: HUMAN RESOURCES

**SALARY: R458 160 p.a**

**POST LEVEL: 2**

### MINIMUM REQUIREMENTS

NQF Level 6. Relevant qualifications and experience at managerial / administration level. Strong leadership qualities. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products.

### JOB PURPOSE

Plan, lead and direct the Human Resources function at the Matjhabeng Municipality through the design, development and alignment of policies, procedures, systems and controls guiding critical human resources interventions, applications and outcomes

### KEY PERFORMANCE AREAS

- Develop and direct implementation of plans and/ or programs to ensure the most effective utilisation of Human Resources to support the objectives of the Municipality
- Identify and develop plans for Human Resource requirements to meet short and long term business needs in the most efficient and effective manner
- Provide input into the transformation process and policy formulation and provide relevant information to facilitate senior decision-making
- Ensure that the Council's vision and strategies are achieved through co-operation and teamwork areas as well as implementing effective people management and motivation of staff
- Develop and implement innovative tactical and strategic tasks within legislative parameters
- Plan, lead and direct the Training and Development functionality as well as to ensure compliance with the Employment Equity measures
- Facilitate a sound relationship between the employer and employees and a climate of labour peace, stability and wellness
- Ensure the implementation and monitoring of Batho Pele Strategy

## SENIOR MANAGER: COUNCIL ADMINISTRATION

**SALARY: R458 160 p.a**

**POST LEVEL: 2**

### MINIMUM REQUIREMENTS

NQF Level 6. Relevant qualifications and experience at managerial / administration level. Strong leadership qualities. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products.

### JOB PURPOSE

To provide strategic, intergrated capacity and corporate support service to the Municipality, as well as ensuring community-orientated service delivery.

### KEY PERFORMANCE AREAS

- Develop strategic path forward for the improvement of all administrative services provided to all internal and external clients
- Accountable for the maintenance and efficiency of all internal and external administrative services
- Ensure compliance to policies and procedures relating to Corporate Services
- Promote accessible and user friendly facilities
- Ensure effective use of resources and safeguarding of assets
- Improve the Council's professional image
- Design methods to assess customer satisfaction
- Ensure that the Municipality and Councillors comply with all relevant laws, regulations and codes of best practice
- Develop and retain a skilled workforce and foster environment of organizational wellness that supports excellence in meeting the needs of the community
- Ensure the implementation and monitoring of Batho Pele Strategy

## SENIOR MANAGER: LEGAL SERVICES

**SALARY: R458 160 p.a**

**POST LEVEL: 2**

### MINIMUM REQUIREMENTS

NQF Level 6. Relevant qualifications and experience at managerial / administration level. Strong leadership qualities. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products.

### KEY PERFORMANCE AREAS

- Review documents to assure proper legal principles and procedures are followed and that advice to internal customers is accurate
- Implement and rollout the Legal framework/ plans in line with municipal council's requirements
- Implement legal risk management strategies, policies in line with the Municipal Systems Act and company policies and procedures
- Keep the Municipal Council informed about Macro and Micro policy changes and issues relating to legislation
- Ensure proper and diligent compliance with applicable municipal legislative requirements

### LEGAL SERVICES: STRATEGY

- Participate in Council's short-and long-term planning to assure proper consideration of legal issues; prepare and update short- and long-range strategic plans to assure the department's contribution Council's overall plans and strategies; negotiate property acquisitions
- Ensure strict compliance to legislation
- Produce and present reports to the Municipal Council
- Report on all the non-conformance to Legislative requirements
- Report on any changes or amendments to legislation

## MANAGER: INFORMATION COMMUNICATION TECHNOLOGY

**Salary: R412 488 p.a**

**Post Level (3)**

### MINIMUM REQUIREMENTS:

Relevant degree or national diploma. Must have detailed knowledge of the local hardware and software

environment including the operating systems, utilities and software products in use on both PC's and HP computers. Should have an above average theoretical knowledge, problem solving ability and thorough understanding of computer hardware, architecture and advanced software methods and techniques. Knowledge of Electronic Document Management system shall be an added advantage.

### Key Performance Areas:

- Ensure that the municipality responds to the ICT-related global needs and demands.
- Maintain and sustain a developmental ICT departmental which provides a quality service for all internal and external entities on Matjhabeng.
- Maintain and sustain an ICT department committed to improve the service delivery to all the other departments within the municipality.
- Identify ICT related projects within and outside the municipality.
- Maintain and sustain performance management and annual implementation thereof within the Branch.
- Provide application support for the implementation, maintenance and upgrading of the information system.
- Provide expert application support to the Municipality on institutional management.
- Performing routine database maintenance.
- Implement, maintain and perform quality control to ensure data integrity.
- Provide overall system-related reports/information to institutional management.
- Provide user support for computer hardware and software.
- Install and maintain upgrades.
- Develop and monitor internal intranet services as well as linking the Municipality with the external stakeholders technologically.
- Ensure that the network system of the Municipality is user-friendly, that is, accessible, adequate, accurate, timeous, relevant, sustainable and cost-effective.
- Respond promptly to departmental queries to ensure efficiency and effectiveness.
- Develop and manage contacts with information technology and telecommunications services providers.
- Manage user relationships.
- Responsible for allocation and proper utilisation of ICT resources in the Municipality.
- Analyse ICT costs as well as developing and managing ICT budget for the Municipality.
- Manage administrative functions of ICT.
- Update Municipality on the latest ICT matters

## FINANCE INTERNSHIP (5 POSITIONS)

**(A TWO YEAR CONTRACTUAL APPOINTMENT) Matjhabeng Municipality invites candidates to apply for Finance Internship before the closing date of this is a contractual appointment under strict training programme until completion of the project but not exceeding a period of two (2) years. Salary scale: R120 000 per annum (all inclusive package).**

### REQUIREMENTS:

- A recognised 3-year degree/ Diploma in Financial Management (Accounting or Finance)
- Experience in practical accounting and be well informed regarding GRAP will be an advantage
- Computer Literacy, Practical experience of Excel and
- A valid EC (Code 08) Driver's License will be an added advantage

**Preference will be given to people from previously disadvantaged groups**

### KEY PERFORMANCE AREAS

- Assist with the compilation and implementation of the National Treasury Budget Reform Programme of the Municipal Budgets
- Develop statistical reporting modules and electronic capturing of data in all sections of Financial Management
- Assist with the compilation and balancing of the asset register
- Assist in all areas of financial management within the department

**Enquiries regarding these positions can be forwarded to Mr B Golele @057 391 3454**

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**CLOSING DATE: 05 SEPTEMBER 2014**

**MR MF LEPHEANA**

**ACTING MUNICIPAL MANAGER**