

MOGALAKWENA LOCAL MUNICIPALITY

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions: Women and disabled are encouraged to apply.

OFFICE OF THE MUNICIPAL MANAGER

1. MUNICIPAL MANAGER

This is a five (5) year fixed-term employment contract not exceeding a period ending one year after the elections of the next council of the municipality and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form and undergo a competency assessment and security vetting. The incumbent will be stationed at Mogalakwena Local Municipality with its head office in Mokopane.

Remuneration: R 1, 071,375, 00(minimum) or R 1, 245,786, 00 (midpoint) or R 1, 420,196, 00 (maximum) per annum

(The offer of remuneration will be determined by competencies, qualifications, experience read together with the guidelines as set out in notice 381 published in Government Gazette No 40118 dated 4 July 2016)

Requirements: The applicant must be in possession of Bachelor's Degree in Public Administration/ Political Sciences / Social Sciences / Law or equivalent. The incumbent must have a minimum of five (5) years relevant experience at a senior management level and proven successful institutional transformation within public or private sector. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity.

The incumbent must have the following competencies as per notice 21 published in Government Gazette No. 37245 dated 17 January 2014:

Leading Competencies:

Strategic direction and leadership; people management; program and project management; financial management; change management and governance leadership.

Core competencies:

Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication and results and quality focus.

Knowledge:

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

Core Focus Areas: Financial Services, Corporate Support Services, Infrastructural Development, Social Development and Community Services and Planning and Economic Development, Traffic and Emergency Services.

CORE/KEY PERFORMANCE AREAS

- Provide ethically correct advice to the Mayor and Council;
-
- Ensure implementation of Council Policies and Resolutions;
- To provide vision, set direction for the municipality and inspire others to deliver on the mandate of the municipality.
- To ensure that as Accounting Officer, the municipality complies with the Municipal Finance Management Act No 56 Of 2003 and all other relevant legislations.
- To initiate and support municipal transformation.
- To explore and implement new ways of delivering services
- Render strategic leadership during development, implementation and monitoring of the Integrated Development Plan (IDP) and Performance Management System (PMS);
- To communicate effectively with all stakeholders.
- To display and build the highest standards of ethical and moral conduct.
- Performs and accountable for municipal transformation and organization development; basic service delivery; local economic development; municipal financial viability and management and good governance and public participation.
- Represent the Municipality at Provincial and National Forums;

2. MANAGER : COMMUNITY SERVICES

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form **and undergo a competency assessment and security vetting**. The incumbent will be stationed at Mogalakwena Local Municipality with its head office in Mokopane.

Remuneration: R 884, 770 (minimum) or R 1,022,855 (midpoint) or R 1 160,941 (maximum) per annum

(The offer of remuneration will be determined by competences, qualifications, experience read together with the guidelines as set out in notice 381 published in Government Gazette No 40118 dated 4 July 2016)

Requirements: The applicant must be in possession of a Bachelor Degree in Social Sciences / Public Administration / Law; or equivalent. The incumbent must have a minimum of five (5) years relevant experience at middle management level and have proven successful institutional transformation within public or private sector. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity.

The incumbent must have the following competencies as per notice 21 published in Government Gazette No. 37245 dated 17 January 2014:

Leading Competencies:

Strategic direction and leadership; people management; program and project management; financial management; change management and governance leadership.

Core competencies:

Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication and results and quality focus.

Knowledge:

- Good knowledge and understanding of relevant policies and legislation;

- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of corporate support services including:
 - human capital management,
 - legal services,
 - facilities management,
 - information communication technology; and
 - council support;
 - human capital management
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- Good governance;
- Labour Relations Act, and other labour-related prescripts;
- Legal background and human capital management; and
- Knowledge of coordination and oversight of all specialized support functions.

RESPONSIBILITIES: Reporting to the municipal manager the incumbent will be responsible to lead, direct and manage staff within the department so that they are able to meet their departmental and organizational objectives. This includes the provision of parks, recreation, cemetery and stadium services to the municipality; the provision of waste management services; the provision of library services. Developing of a GRAP compliant MTREF budget for the department, efficiently manage and control the budget for the department; prepare and submit required reports to the municipal manager and relevant political structures; ensure support to category C municipalities in the district on community services related matters; develop and implement the department's service delivery and budget implementation plan (SDBIP); attending all council and relevant meetings and making recommendations as required and implementing decisions; advising council on all matters of the department; perform any other related functions as requested by the municipal manager.

PERSONAL ASSISTANT: CHIEF OPERATIONS OFFICER

Duties:

Reporting directly to the Chief Operations Officer, the incumbent will perform the following duties:
 Act as personal assistant and receptionist • Perform general administrative functions • Keep record of meetings
 • Provide an efficient and reliable secretarial function • Provide an efficient and friendly reception function •
 Typing of reports and correspondences • Maintain office procedures • Maintain the COO's diary

Requirements:

Grade 12 plus National Certificate in Office Administration / Management Assistant. Computer literacy is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 35 w.p.m. Candidates will be tested for typing skills and speed.
 1 year experience

Skills: Knowledge of Planning, Organizing, Communication, Time Management and Filing skills.

Salary Scale: R 201 036, 00 – R 228 732, 00

All applications for Municipal Manager and Manager Community Services must be submitted on the official Mogalakwena Local Municipality's APPLICATION FORM FOR SENIOR MANAGERS and for PA use normal application form that are both downloadable from the website:

www.mogalakwena.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicates the position you are applying for and must be sent by post to: The Acting Municipal Manager, Mogalakwena Local Municipality, P.O. Box 34, Mokopane, 0600 or hand delivered to Mogalakwena Local Municipality, Office no: 117 (Human Resources), 54 Retief

Street, Mokolane. ~~Take of e-mail applications and those without the relevant accompanying documents~~
will **not** be considered.

Qualifications, employment background check and security vetting and screening will be done for all the shortlisted candidates. Further enquiries may be directed to Ms. K Bontsi at tel. no. 015 491 9634 during office hours.

Closing date: **8 October 2018**

The Mogalakwena Local Municipality reserves the right not to fill the advertised posts.



K Maluleka
The Acting Municipal Manager
54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 109/ 2018