

## 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;
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- 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 : CORPORATE SUPPORT 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 Public Administration / Management Sciences / Law; or equivalent. The incumbent must have a minimum of five (5) years relevant experience at middle management level and have proven successful management experience in administration. 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 auxiliary support services to the municipality; the provision of sustainable records management services; the recruitment and retention of competent human capital; the promotion of sound labour relations; provision of legal services as well as the provision of information technology and support to the municipality. 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 corporate 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.

### 3. CHIEF FINANCIAL OFFICER

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 in 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 incumbent of this position must have at least NQF level 7 in fields of Accounting, Finance or Economics or Chartered Accountant (CA); The incumbent must also comply with the Municipal Regulations on Minimum Competency Levels for a chief financial officer in respect of the required Minimum Competency Level in Unit Standards in Financial and Supply Chain Management Competency Areas; A work-related experience of a minimum of seven (7) years at senior and middle management levels of which at least two (2) years must be at senior management level; Core Managerial and Occupational Competencies must be as in terms of the Local Government : Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006.

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:**

- Understanding and knowledge of the local government financial environment and administration including MFMA, Treasury Regulations, Supply Chain Management, working experience in GAMAP and GRAP and other related legislation and policies so as to perform the required treasury functions for the municipality and to advise the Municipal Council and Municipal Manager on financial management matters. Good Governance, Advanced knowledge and understanding of relevant Policy and Legislation, Advanced understanding of Institutional Governance system and Performance Management, Operational financial management, Risk and change management, Ethics and values in financial management, Financial and performance reporting, Audit and assurance, Good knowledge of Supply chain management Regulations and Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) Ability to communicate and negotiate at levels of government and with all relevant stakeholders.

**RESPONSIBILITIES:** The key responsibilities for this strategic position will be to: Design and implement management strategy; Prepare the budget for the municipality and monitor spending patterns; Compile financial statements for the municipality; Ensure compliance with all legislation, By-laws and council's policies on financial matters; Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA; Manage revenue, expenditure, payroll, debtors, creditors, assets, projects, insurance and risks; Ensure compliance with Supply Chain Regulations & manage the Supply Chain Unit; Manage the statutory audit and provide assistance to Auditor General; Ensure the implementation and execution of the Indigent Policy; Ensure the effective and efficient operation of the Finance Portfolio ; Drive the process of transformation that embraces the principle of developmental finance; Submit financial reports as per the requirements of the MFMA and other legislation; Facilitate and manage stakeholders within the municipality, particularly with relevant organs of state.

#### **4. 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.

**DEPARTMENT OF FINANCE  
DEPUTY MANAGER FINANCE (Ref. No. 0002FD)**

**Duties:**

Reporting directly to Chief Financial Officer, the incumbent will perform the following duties:

- Assisting the CFO with administrative functions
- Verify the general ledger
- Control month end and year end financial procedures
- Control the budget
- Ensure compliance with applicable legislation
- Supervise staff within the department
- Perform any other reasonable tasks.

**Requirements:**

Grade 12 plus a degree / diploma in Financial Accounting and 5 years' experience in finance management/administration which 3 year's must be in a supervisory position.

**Competencies:** Writing / preparing council reports, people management, computer literacy (MS Office package)

**Knowledge:** Solar Venus Financial System and PayDay System will be an added advantage.

Salary Scale: **R 608 376, 00 per annum plus applicable local government benefits**

**All applications must be submitted on the official Mogalakwena Local Municipality's APPLICATION FORM FOR SENIOR MANAGERS that is downloadable from the website:**

[www.mogalakwena.gov.za](http://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, Mokopane. **Faxed or e-mailed 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: **14 May 2018**

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



M M Mthombene  
The Acting Municipal Manager  
54 Retief Street  
Box 34  
MOKOPANE  
0600

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