

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.

1. 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. The incumbent will be stationed at Mogalakwena Local Municipality with its head office in Mokopane.

Remuneration: R 867 460, 00 (minimum) or R 1 020, 541, 00 (midpoint) or R 1 173, 622, 00 (maximum) per annum

(The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 225 published in Government Gazette No38946 dated 1 July 2015)

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 government 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;
- 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.

2. 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. The incumbent will be stationed in Mogalakwena Local Municipality with its head office in Mokopane.

Remuneration: R 867 460, 00 (minimum) or R 1 020, 541, 00 (midpoint) or R 1 173, 622, 00 (maximum) per annum

(The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 225 published in Government Gazette No38946 dated 1 July 2015)

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 years at senior and middle management levels of which at least two 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 government 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;
- Must have extensive knowledge of the public office environment; and
- Must be able to formulate engineering master planning, project management and implementation.

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.

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 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. S S Baloyi at tel. no. 015 491 9794 during office hours.

Closing date: 18 September 2015

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



The Acting Municipal Manager
54 Retief Street
Box 34
MOKOPANE
0600

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