



## **MOGALAKWENA LOCAL MUNICIPALITY**

**hereby invites applicants 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 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, 277,473, 00(minimum) or R 1, 511,803, 00 (midpoint) or R 1 698,573, 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 351 published in Government Gazette No 43122 dated 20 March 2020)

**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 qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP) will be an added advantage.

#### **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;

#### **CHIEF FINANCIAL OFFICER**

**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 in Mogalakwena Local Municipality with its head office in Mokopane.

**Remuneration package: R 1 055 080 (minimum) or R 1 241 269 (midpoint) or R 1 427 459 (maximum) per annum**

(The offer of remuneration will be determined by competences, qualifications, experience read together with the guidelines as set out in notice 351 published in Government Gazette No 43122 dated 20 March 2020)

**REQUIREMENTS:** The incumbent of this position must have at least NQF level 8 in fields of Accounting, Finance or Economics or Chartered Accountant (CA); 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 in terms of the Local Government : Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006. The qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP) will be an added advantage

**KNOWLEDGE:**

Understanding and knowledge of the local government financial environment and administration including MFMA, Treasury Regulations, Supply Chain Management, 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.

### **MANAGER PLANNING AND DEVELOPMENT SERVICES**

**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 in Mogalakwena Local Municipality with its head office in Mokopane.

**Remuneration package: R 1 055 080 (minimum) or R 1 241 269 (midpoint) or R 1 427 459 (maximum) per annum**

(The offer of remuneration will be determined by competences, qualifications, experience read together with the guidelines as set out in notice 351 published in Government Gazette No 43122 dated 20 March 2020)

**REQUIREMENTS:** The applicant must be in possession of a Bachelor of Science Degree in Building Sciences/ Architect/Bachelor Degree in Town and Regional Planning or Development Studies or equivalent.)

The incumbent must have a minimum of five (5) years relevant experience at middle management level and have proven successful Professional Developmental/ Town and Regional Planning experience.

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.

A certificate/diploma in Project management or registration as a professional planner in accordance with the Planning Professionals Act, 2002, (Act No. 36 of 2002) and the qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP will be an added advantage.

**KNOWLEDGE:**

- Good knowledge and understanding of relevant policies and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
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- Knowledge of Geographical information systems; and
- Knowledge of spatial, town and developmental planning.

**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. Strategic planning, organizing, leading and controlling all activities performed by the department; Directing and managing day-to-day operations of the department; Providing services such as Local Economic Development, Tourism, Land – use Management, Integrated Development Planning and Housing to achieve the municipality’s policies and objectives; Being accountable for all functions of the department. 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 town planning/developmental 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.

**MANAGER TRAFFIC AND EMERGENCY SERVICES**

**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 in Mogalakwena Local Municipality with its head office in Mokopane.

**Remuneration package: R 1 055 080 (minimum) or R 1 241 269 (midpoint) or R 1 427 459 (maximum) per annum**

(The offer of remuneration will be determined by competences, qualifications, experience read together with the guidelines as set out in notice 351 published in Government Gazette No 43122 dated 20 March 2020)

**REQUIREMENTS:** The incumbent must be in possession of a relevant Bachelor Degree 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 traffic, license registration, security, and emergency services.

An incumbent must be a person of honesty and integrity.  
Registration with a relevant professional body and qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP will be an added advantage.

**KNOWLEDGE:**

- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

**RESPONSIBILITIES:** Reporting to the municipal manager the incumbent must render and manage an effective security and emergency service; is responsible for an efficient and effective traffic division; is responsible for rendering fire services to the community; must manage licensing services; manage all personnel in the department; direct and manage day-to-day operations of the department; attend all council and relevant meetings and make recommendations as required and implementing decisions; advise council on all matters of the department. Develop a GRAP compliant MTREF budget and 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 department related matters; develop and implement the department's service delivery and budget implementation plan (SDBIP); perform any other related functions as requested by the municipal manager.

### **MANAGER: COMMUNITY SERVICES**

**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 package: R 1 055 080 (minimum) or R 1 241 269 (midpoint) or R 1 427 459 (maximum) per annum**

(The offer of remuneration will be determined by competences, qualifications, experience read together with the guidelines as set out in notice 351 published in Government Gazette No 43122 dated 20 March 2020)

**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. An incumbent must be a person of honesty and integrity. The qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP) will be an added advantage.

#### **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.

### **MANAGER: TECHNICAL SERVICES**

**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 package: R 1 055 080 (minimum) or R 1 241 269 (midpoint) or R 1 427 459 (maximum) per annum**

(The offer of remuneration will be determined by competences, qualifications, experience read together with the guidelines as set out in notice 351 published in Government Gazette No 43122 dated 20 March 2020)

#### **Qualification and requirements:**

The incumbent must be in possession of a Bachelor of Science Degree in Engineering / B Tech: Engineering or equivalent; The applicant must have a minimum of five (5) years' experience at middle management level or as programme / project manager and 3-4 years must be at professional / management level engineering management experience. 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. A certificate of competency as required in terms of General Machinery Regulations, 1998 or registration with a recognized relevant engineering professional body will be an added advantage.

#### **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.

#### **Key Performance Areas:**

- Ensures proper management and coordination of services provision (water, waterborne and rural household sanitation, roads, building control, etc.);
- Ensures provision of effective and efficient financial management in all departmental activities;
- Provides effective control of projects and contracts on infrastructure provision for the municipality; ensures existence of adequate policy environment for implementation of municipal programmes; procedures and compliance with legislation;
- Develops and monitors service delivery and budget implementation plans (SDBIP);
- Facilitates increase on employment rates through projects;
- Ensures proper risk management in the department;
- Facilitates adequate IGR participation; manages water, roads and sanitation designs, manages project management, operations and maintenance units;
- Consolidates and submits reports in line with municipal reporting standards;
- Advise local municipalities and communities on social and institutional activities through the ISD and IGR forums.
- Attending all council and relevant meetings and making recommendations as required and implementing decisions and advising council on all matters of the department.
- Development of a GRAP compliant MTREF budget and efficiently manage and control the budget for the department;
- Prepare and submit required reports to the municipal manager and relevant political structures and attends to ad-hoc responsibilities allocated by the municipal manager

#### **MANAGER: CORPORATE SUPPORT SERVICES**

**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 1 055 080 (minimum) or R 1 241 269 (midpoint) or R 1 427 459 (maximum) per annum**

(The offer of remuneration will be determined by competences, qualifications, experience read together with the guidelines as set out in notice 351 published in Government Gazette No 43122 dated 20 March 2020)

**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 qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP will be an added advantage.

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,

- 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.

**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 (not more than three months), 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 / Ms. K Bontsi at tel no. 0154919634** during office hours.

Closing date: 28 February 2022 @ 16H00

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

**The Acting Municipal Manager  
Mr H.S.M Ngoepe**

**54 Retief Street  
Box 34  
MOKOPANE  
0600**

**Notice number: 203 / 2022**