



RE-ADVERTISEMENT

Tswaing Local Municipality, a Category B Municipality hereby invites applications from suitably qualified candidates who are committed, self-driven, motivated, service delivery oriented and high-performance professional practitioners for the following positions that exist within the municipality:

OFFICE OF THE MUNICIPAL MANAGER

Municipal Manager

Term: It's a performance-based employment contract based on the current council term of office.

Ref No: HR 01/2023/01

Remuneration Package:

The total remuneration package application to Category B/grade 3 municipality per annum is Offered (determined by upper limits of total remuneration package payable to municipal managers and managers directly accountable to municipal managers in terms of Government Gazette No 47538 dated on 18 / 11 /2022

Table with 3 columns: Minimum, Mid-Point, Maximum. Values: R1 083 601.00, R1 245 520.00, R1 407 437.00

REQUIREMENTS

- An appropriate B Degree in Public or Business Administration or equivalent Qualifications.
A legal background will be an added advantage.
A minimum of 10 years' experience at a senior management level.
Code B Driver's License
CPMD will be an added as advantage.

KNOWLEDGE

Extensive knowledge of legislation per training to local government and financial management, services delivery innovation and strategic capabilities.

KEY PERFORMANCE AREAS

- Ensuring that council's vision and strategic objectives are achieved through teamwork, co-operation and managing the previous of services to the Local communities in a sustainable manner.
Responsible for the overall management of the Municipality.
Provide general strategic management to ensure that the municipality meets its five (5) key Performance areas and outcome of Local Government Turn Around Strategic (LGTAS).
Ensuring the development and implementation of strategic that will have a measures position impact on organizational productivity and financial performance.
Providing an advisory service to the mayor and council regarding policy issues.
Ensuring the drafting and implementation of the integrated development plan (IDP), budget and Service delivery and implementation plan (SDBIP)
Handling all internal and external customer affairs.
Ensuring the implementation of Council policies, Council resolution and relevant Provincial and National legislation.
Ensuring the development of Performance Management Systems as prescribed by law.
Ensuring adherence to generally acceptance accounting and administrative practices and procedures.

DIRECTORATE: CORPORATE SERVICES

Corporate Services Director

Term: Permanent Position

Ref No: HR 01/2023/02

Remuneration Package:

The total remuneration package applicable to category B /grade 3 municipality per annum is offered (determined by upper limits of total remunerations packages payable to municipal managers and managers directly accountable to municipal manager in terms of Government Gazette No 47538 dated on 18 / 11 /2022.

Table with 3 columns: Minimum, Mid-Point, Maximum. Values: R907 864.00, R1 037 559.00, R1 150 465.00

MINIMUM REQUIRMENTS

- Bachelor's Degree in Public Administration/Management Sciences/ Law; or equivalent qualifications.
Minimum of 3 to 5 years work related experience at middle management level, the candidate must have proven successful management experience in administration.
Code B Driver's License.
CPMD will be an added as advantage.

KNOWLEDGE

- Good knowledge and understanding of relevant policy 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)

KEY PERFORMACE AREAS

- Reporting to the municipal manager the incumbent will be responsible to lead, direct and manage staff within the department to reach the department goals and objectives.
The provision of auxiliary support services to the municipality, the provisions of sustainable records management services.
Recruitment and retention of competency human capital, promotion of sound labour relations, provision of legal services as well as provision of information of technology and support to the municipality.
Efficiently manage reports to the municipal manager and relevant political structures, ensure support to category C municipalities in the district on the corporate related matters.
*Develop and implement the departments service delivery and budget implementation plan (SDBIP).
Advise the council on all matters of the department.

DIRECTORATE: BUDGET AND TREASURY OFFICE

Chief Financial Officer

Term: Permanent Position

Ref No: HR 01/2023/03

Remuneration Package:

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Table with 3 columns: Minimum, Mid-Point, Maximum. Values: R907 864.00, R1 037 559.00, R1 150 465.00

MINIMUM REQUIRMENTS

- B-Degree in Accounting and or equivalent Finance/Economics related Qualification at (NQF Level 7 as recognized by SAQA)
A minimum of 3 to 5 years working experience at middle management level.
Core Competency requirements as described in regulations 805 dated August 2006, Local Government: Municipal performance regulations for municipal managers and managers directly accountable to the Municipal Manager.
Code B Driver's License.
CPMD will be an added as advantage.

KNOWLEDGE

Knowledge of the statutory requirements regarding the position and the ability to comply herewith. Strong experience and financial accounting, reporting and control improvement, strong team management experience, with strong team managerial skills and interest in developing a high-performance team.

KEY PERFORMANCE AREAS

- Develop, implement, and manage strategic goals.
Effectively manage financial services (budgeting, income, expenditure, activity-based costing, and supply chain management).
Effective and efficient management of the department.
Support accounting officer with the roles and responsibilities delegated.
Ensure municipal financial viability.
Safeguard all municipal assets.
Proper and diligent compliance with MFMA prescripts.
Developing GRAP compliant MTREF budget for the department.



DIRECTORATE: COMMUNITY SERVICES

Director: Community Services

Term: Permanent Position

Ref No: HR 01/2023/04

Remuneration Package:

The total remuneration package applicable to category B /grade 3 municipality per annum is offered (determined by upper limits of total remunerations packages payable to municipal managers and managers directly accountable to municipal manager in terms of Government Gazette No 47538 dated on 18/11/2022

Minimum	Maximum	Maximum
R907 864.00	R1 037 559.00	R1 150 465.00

MINIMUM REQUIRMENTS

- Bachelor's degree in Social Sciences/ Public Administration / Law; or equivalent qualification.
- 3 to 5 years' experience at middle level and have proven successful institutional transformation within public or private sector.
- CPMD will be an added as advantage.
- Valid Driver's License.

KNOWLEDGE

- Good knowledge and understanding of relevant policy and legislation. Program / project manager. 3 to 4 years profession Management level engineering management experience.
- Good knowledge and understanding of relevant policy 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

- Execute the strategic planning of the department.
- Allocate resources to divisions and ensure that community services, safety and recreation programme are in line with the IDP strategies;
- Contribute to strategic planning and budget alignment and reporting to executive and management team.
- Develop and implement a community service strategy;
- Oversee the development of environmental health, Fire services and disaster management.
- Co-ordinate the development of waste management, Traffic and law enforcement services and community liaison, sport, arts and culture systems and programs;
- Compilation of all relevant community services policies and procedures to ensure compliance with legislations and regulations.
- Monitor and improve the performance of the department in achieving the strategic programmes as aligned with the organisational strategies and objectives.
- Communicates and co-ordinates regularly with other directors within the municipality, district, local government and other provinces and external agencies and individuals to maximise the effectiveness and efficiency of departmental operations and activities.

DIRECTORATE: TECHNICAL SERVICES

Technical Services Director

Term: Permanent Position

Ref No: HR 01/2023/05

Remuneration Package:

The total remuneration package applicable to category B /grade 3 municipality per annum is offered (determined by upper limits of total remunerations packages payable to municipal managers and managers directly accountable to municipal manager in terms of Government Gazette No 47538 dated on 18/11/2022

Minimum	Mid-Point	Maximum
R907 864.00	R1 037 559.00	R1 150 465.00

MINIMUM REQUIRMENTS

- Bachelor of Science degree in Engineering/ B tech: Engineering or equivalent qualifications.
- Minimum of 3 to 5 years' experience at middle management level, or as
- A certificate in Municipal Finance Management (SAQA Qualification ID: 48965).
- A Post graduate qualification in fields related to Local Government will be an added advantage.
- Ability to compile annual Financial Statements of the municipality.
- CPMD will be an added as advantage.
- Valid Driver's License.

KNOWLEDGE

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance systems and performance management.
- Must have extensive knowledge of the public office environment.
- Must be able to formulate engineering master planning, project management and implementation.
- The ability to contribute to service delivery systems of a complex nature and to manage the achievement of municipal strategies and goals.
- To formulate and influence short-, medium- and long-term service delivery plans to deliver on municipal strategies and goals;
- To provide supportive leadership to the Accounting Officer and senior management team.
- To develop and maintain strategies alliances with various stakeholders.
- To support and implement good governance around responsibility.
- To support and contribute to the formulation of Policy and By-Laws by the Municipality Council.
- To implement, manage and oversee the implementation of legislation and policy within the area of responsibility;
- To support the audit process to obtain the optimum level of assurance from Auditor General.

KEY PERFORMANCE AREAS

- Overall management and administration of the department.
- plan and manage infrastructure development.
- Ensure efficient contract management.
- Maintaining and upgrading of the road's infrastructure
- Provide leadership, advice, and guidance on interpretation on decision making to the accounting officer.
- Manage complex processes associated with departmental budget planning.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

Internal Auditor

Term: Permanent Position

Ref No: HR 01/2023/06

Remuneration Package: R 318 240 P/A (Post Level 5)

MINIMUM REQUIRMENTS

- Appropriate tertiary qualification in Auditing and/or Accounting (NQF Level 6).
- Code B Drivers' license
- Computer literacy (MS Office and Auditing Applications).
- 3 years Internal/External Auditing experience
- In depth knowledge of local government is essential

KEY PERFORMANCE AREAS

- Planning own activities and assist with risk analysis.
- Documenting all relevant systems, procedures, operations, transaction, flows, and activities identified by the audit plan.
- Identification and analysis of inherent risks to systems and processes.
- Identification and analysis of control employed by client management.
- Performing process analysis and detailed testing of transaction and processes.
- Report on weaknesses on the systems of internal control and make recommendations to the clients.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

Risk Management Officer

Term: Permanent Position

Ref No: HR 01/2023/10

Remuneration Package: R318 240 P/A (Level 5)

MINIMUM REQUIRMENTS

- National Diploma in Risk Management/Accounting or equivalent with 2 years relevant experience.

KEY PERFORMANCE AREAS

- Coordinate risk analysis/identification, implement policies, strategy and framework, risk assessment and mitigation processes, risk awareness and compliance, provide administrative support to the section.
- Ensure retention of competency human capital. Working knowledge of the public service management framework.
- Demonstrate relevant information performed risk response, including assigning ownership and outlining the roles and demonstrate documents risk responses.



DIRECTORATE: TECHNICAL SERVICES

Manager: Town Planning and Land Use Management

Term: Permanent Position

Ref No: HR 01/2023/07

Remuneration Package: R472 164 P/A (Post Level 1)

MINIMUM REQUIREMENTS

- National Diploma or higher qualification in Town Planning and/or equivalent qualification in Degree in Economic Development
- 4 years relevant experience
- Be able to deal with extreme pressure and stressful situations.
- Be able to manage crisis situations successfully.
- Valid driving license

DIRECTORATE: BUDGET AND TREASURY DIVISION

Manager: Revenue

Term: Permanent Position

Ref No: HR 01/2023/08

Remuneration Package: R472 164 P/A (Post Level 1)

MINIMUM REQUIREMENTS:

- B. Com Degree majored in accounting.
- High level of computer literacy.
- 2 -5 years' experience in Local Government environment.
- Ability to communicate effectively.

RESPONSIBILITIES/DUTIES

- Revenue management
- Implementing controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences.
- Managing the debtor transactional processing sequences, attending to approval requirements for settlement provisions, updating and reconciliation. of revenue accounts and the preparation of financial reports reflecting the Municipality's Income status.
- Co-coordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, checking and verifying information/ records submitted satisfies the scope of requirements.
- Monitoring the debtor age analysis to determine progress with recovery and/or seeking reasons for non-compliance.
- Communicating with legal personnel and preparing and/or approving schedules detailing debts incurred, penalties due and legal costs.
- Implementing Council policies relating to financial management.
- Manage investment portfolio.

DIRECTORATE: BUDGET AND TREASURY OFFICE

5 x Finance Internship Programme

Term: 36 Months

Remuneration Package: R100 000 P/A (All Inclusive)

REQUIREMENTS

- The candidate should hold a minimum, three-year bachelor's Degree or diploma with majors in Accounting, Financial Accounting, Finance Management, Management Accounting and/or Auditing among others.
- The intern will sign both an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which require amongst full participation in the educational workplace assignments and observance of policies and procedures of the municipality.
- The candidates must be between the ages 21 and 36.

Internship Overview:

The MFMIP is structured professional training and work experience with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and underlying reforms. The programme has logical training sequence that builds on the skill competencies acquired during the university training. It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on minimum competency levels Gazette 29967 of 15 June 2007

DIRECTORATE: CORPORATE SERVICES

Skills Development Facilitator

Term: Permanent Position

Ref No: HR 01/2023/09

Remuneration Package: R267 816 P/A (Post Level 6)

REQUIREMENTS:

- 3 years National Diploma/Degree: Public Management/HR / HRD.
- Minimum of 2 – 4 years' experience in Training and Development.
- Previous experience in Local Government will be an added advantage.
- Must be computer literate.
- Must have a valid driver's license.

KNOWLEDGE REQUIRED:

- Knowledge in conducting needs analysis, development of training material, facilitation of training interventions and assessment of learners.
- Be able to identify the correct training interventions for staff to follow in their quest to improve their work and individual performance
- Understanding of the Sector Skills Plan with focus on scares and critical skills planning.
- Ability to work under pressure and set high standards.

KEY PERFORMANCE AREAS

- Development and implementation a Workplace Skills Plan
- Monitor the annual training budget, discretionary and mandatory grant.
- Identify key stakeholders to support the execution of the Learning and Development strategy.
- Represent the organisation, and maintain professional, effective, and harmonious relationships to ensure the Municipality's interests is always upheld.
- Liaise with the LGSETA around issues of skills development.
- Ensure submission of the WSP to the LGSETA is timeous.
- Interface internally with departments in developing an individual capacity development plan to support service delivery requirements in terms of the Workplace Skills Plan (WSP)
- Compliance with the skills development programmes and legislative requirements.
- Ensure maximum participation in learnerships and skills programmes provided by SETAS.
- Develop policies, procedures, and systems to support the implementation of the skills development.
- Actively monitor and track learner progress within the various programs.
- Alignment of the EE Plan with the WSP.
- Apply innovative thinking in creating business solutions to enhance equality and equity in the workplace whilst maintaining operational effectiveness.

PLEASE NOTE:

Each applicant must submit the following:

- A signed applicant letters.
- Comprehensive CV
- Certified copies of qualifications
- Certified copy of Identity document

1) Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful

2) A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment

3) All shortlisted candidates shall be subjected to security vetting

4) The Municipality reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Enquiries must be directed to Acting Municipal Manager Ms. G Moipolai (053) 948 9400

Applications should be hand delivered to: Human Resource Office, Tswaing Local Municipality Cnr Government Streets and General De La Rey Street Delareyville

Delareyville Postal application should: Human Resource Office Tswaing Local Municipality P.O. Box 24 Delareyville 2770

Closing date: 27 February 2023 Time: 16H00