



TSWAING LOCAL MUNICIPALITY



Tswaing Local Municipality, a Category B Municipality with its seat in Delareyville 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:

MUNICIPAL MANAGER

(A performance based fixed term contract position)

Salary: A competitive remuneration package will be negotiated with the successful candidate based on qualifications and experience. The package will be in accordance with the Government Gazette No 40118 of July 2016 (effective from 1 July 2016) on the determination of Upper limits of total remuneration payable to Municipal Manager and Managers directly accountable to Municipal Manager.

Minimum: R885 394; Midpoint: R994 824; Maximum: R1 104 255

Duration: This is a 5-year fixed term performance based contract, subject to signing of a performance agreement and employment contract.

Requirements:

- A recognised B Degree in Public Management/Administration/Political Sciences/Social Sciences/Law or relevant or related field of study, such qualification having been obtained from a recognised tertiary institution. A postgraduate qualification will serve as an advantage.
- Compliance with minimum competency levels as prescribed by National Treasury Government Gazette No 29967 dated 15 July 2007
- A valid driving licence
- A minimum of 5 years managerial experience in local government and/ or public sector environment
- Extensive experience in Financial Management, Policy Development and Management, Strategic Planning and Implementation, Programmes Management, Monitoring, Evaluation and Reporting on Service Delivery
- Demonstrable knowledge of Local Government and related legislation
- Knowledge and application of Performance Management Systems and its regulations
- Extensive experience in community facilitation and networking

Knowledge: Advance knowledge and understanding of relevant Local government policies and legislation, institutional governance systems, Performance management systems, Council operations, Delegation of powers, Audit and Risk management establishment and functionality, Budget and Financial management

Key performance areas: As head of administration and accounting, take responsibility for overall institutional performance; Strategic planning and ensure that strategic management culture exists within the institution; Transform the organization to one that is developmentally focused; Inform and develop an economical, effective, efficient and accountable administration; Manage administration in accordance with Municipal Systems Act and other applicable legislation; Implement and Integrated Development Plan and monitor its progress. Advise political structures and office bearers, manage communication between, administer and carry out their decisions. The implementation of the municipality's integrated development plan, and the monitoring of the progress with

the implementation of the Service Delivery Implementation Plan. Advising the political structures and office-bearers of the municipality on matters pertaining to administration and council; Carrying out the decision of the political structures and political office bearers of the municipality as per the adopted delegation of framework in terms of section 59 of the Local Government: Municipal Structures Act 117 of 1998; The promotion of sound labour relations and compliance by the municipality which is applicable labour legislation, Maintenance of discipline of staff, The management, effective utilization and training of staff in terms of the relevant policies including skills development policy; The exercise of any powers and the performance of any duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality, to the Municipal Manager in terms of section 59 of the Local Government: Municipal Structures Act 32 of 2000; The administration and implementation of the municipality by-laws and other legislation; The appointment of staff other than those referred to in section 56(a) of the Municipal Systems Act 32 of 2000, subject to the employment Equity Act (Act No. 55 of 1998) and; The management of the provision of services to the local community in a sustainable and equitable manner

CHIEF FINANCIAL OFFICER

(A performance based fixed term contract position)

Salary: A competitive remuneration package will be negotiated with the successful candidate based on qualifications and experience. The package will be in accordance with the Government Gazette No 40118 of July 2016 (effective from 1 July 2016) on the determination of Upper limits of total remuneration payable to Municipal Manager and Managers directly accountable to Municipal Manager.

Minimum: R726 954; Midpoint: R816 803; Maximum: R906 651

Duration: This is a 5-year fixed term performance based contract, subject to signing of a performance agreement and employment contract.

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 five years at senior or 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

Key Performance Areas: Providing strategic support to the offices of the Municipal Manager and the Honourable Mayor for the day to day financial management of the Municipality; fulfilling the role of Chief Financial Officer (CFO) as prescribed by the Municipal Finance Management Act No. 56 of 2003 (MFMA), preparing and implementing the budget; advising the senior management, debt management and other duties as delegated to the CFO from time to time, advising the Municipal Manager, Honourable Mayor and other office

bearers on matters of financial and economic strategies including policy formulation and implementation of appropriate financial policies, procedures and rules applicable to the Municipality or re-evaluate the existing financial architecture to ensure relevance & compliance; preparing and submitting regular reports to Council, Honourable Mayor, Provincial and National Departments as prescribed by various pieces of legislation, preparing budget in terms of legislated timeframes; preparation and implementation of medium term financial plans, calculation, determination and implementation of tariffs for Municipal Services and facilities, budgetary controls and monitoring of spending patterns and generation of income in terms of Council's approved SDBIP's; monitoring and controlling of proper accounting systems, preparation of annual financial statements in accordance with acceptable accounting systems, cash & investment management ; billing processes and revenue collection; development, implementation, monitoring and maintenance of asset registers and municipal wide internal control systems, managing the Human Capital of the Budget and Treasury Office; taking an active role in the preparation of audit periods

DIRECTOR: CORPORATE SERVICES

(A performance based fixed term contract position)

Salary: A competitive remuneration package will be negotiated with the successful candidate based on qualifications and experience. The package will be in accordance with the Government Gazette No 40118 of July 2016 (effective from 1 July 2016) on the determination of Upper limits of total remuneration payable to Municipal Manager and Managers directly accountable to Municipal Manager.

Minimum: R726 954; Midpoint: R816 803; Maximum: R906 651

Duration: This is a 5-year fixed term performance based contract, subject to signing of a performance agreement and employment contract.

Requirements:

- A recognised B Degree in Public Management/Administration/Political Sciences/Social Sciences/Law or relevant or related field of study, such qualification having been obtained from a recognised tertiary institution. A postgraduate qualification will serve as an advantage. 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 incumbent must be computer literate and have 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 200)
- Good governance

- Labour Relations Act, and other labour-related prescripts
- Legal background and human capital management, and
- Knowledge of coordination and oversight of all specialised support functions

Key Performance Areas: 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 provision of information of technology and support to the municipality. Developing of a GRAP compliant MTREF budget for the department, 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 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- PROJECT MANAGEMENT UNIT

REF NO: TLM/PMU/001

RENUMERATION: R517742.64 (All inclusive)

Duration: This is a 3-year fixed term performance based contract, subject to signing of a performance agreement and employment contract.

Requirements:

- National Diploma in Civil Engineering eligibly to register with ECSA. Three (3) years relevant Management and Project Management experience. Three (3) years design experience in Civil Engineering Projects. Contract Management experience. Good communication and staff Management skills are essential. Computer literacy in Microsoft Professional software. Local Government experience will be an added advantage. Excellent knowledge of MIG procedure and administration. Valid code EB Driver's License. Corporate Governance principle.

KEY PERFORMANCE AREAS:

- Head the Project Management Unit (PMU) and be responsible to implement all municipal infrastructure Grant funded projects presently as well as any other capital programmes that may be added at the later stage
- Liaise with consultants, Contractors and communication developmental structures
- Liaise with other spheres of the Government, Municipalities, Councillors and the public
- Appraisal of Civil Engineering proposals , design reports and tender reports
- Civil Engineering design, estimation and tendering
- Annual budgeting and cash flow management. Financial control of project and operating budgets
- Acts in the public interest
- Ability to maintain relationships
- Ability to use critical thinking skills
- Ability to make well informed decisions

TECHNICIAN- PROJECT MANAGEMENT UNIT

REF NO: TLM/PMU/002

RENUMERATION: R307487.57 (All inclusive)

Duration: This is a 3-year fixed term performance based contract, subject to signing of a performance agreement and employment contract.

REQUIREMENTS

- National Diploma in Civil, Electrical and Mechanical Engineering or Project Management. Knowledge of Local Government System. 3-5 years' experience in Project Management. Driver's License and Computer literacy is a pre-requisite.

KEY PERFORMANCE AREAS

- Technical support and evaluation of proposed projects in alignment with respective municipal IDPs and the regional and provincial growth and development plans.
- Manage the labour-intensive projects in line with the EPWP framework and the related reporting requirements.
- Arrange regular project progress meetings.
- Ensure compliance of all legal aspects and conditions, required from the different spheres of government.
- Conduct site visits/ meetings to ensure compliance to business plan conditions. Manage cash flows and committed project expenditure.
- Verify payment certificates and preparations of monthly payment schedule documentation.
- Maintain project performance data on national database.
- Prepare tenders and tender adjudications.
- Assist with other related municipal infrastructure programmes.

DATA CAPTURER - PROJECT MANAGEMENT UNIT

REF NO: TLM/PMU/003

RENUMERATION: R132751.00 (All Inclusive)

Duration: This is a 3-year fixed term performance based contract, subject to signing of performance agreement and employment contract.

Requirements:

- Grade 12, Computer literate, relevant administration and two (2) years' experience in administration record keeping and Data capturing. Fast typing and accurate record-keeping. Willing to perform any other reasonable tasks.

KEY PERFORMANCE AREAS:

- Management and maintenance of the national monitoring database. Liaise with provincial and national specialist and related issues.
- Provision and quality control of data and Information Technology.
- Manipulation of data for the preparation of all necessary reports to the municipal and relevant provincial departments.
- Collection of information from various sources for capturing on MIS MIG system.
- Quality assurance on date and information collected from data source for data integrity purposes.
- Registration of MIG and EPWP Project on MIS MIG system. Compiling project progress reports.

NB: All applications for senior managers' vacancies must be on the official application form that is obtainable from the municipal website, www.tswaing.gov.za, together with their detailed Curriculum Vitae, certified copies of qualifications, certificates of service from previous employers, and any other relevant documentation to support the candidate's application

Shortlisted candidates will be subjected to suitable checks (security vetting) including qualifications, employment records, criminal records, company ownership/directorship, reference checks and must be prepared to undergo a psychometric test. Applications not accompanied by the required documentation will not be considered.

All future incumbents will be stationed in Delareyville.

Council reserves the right not to continue with the recruitment process for any valid reason. Females and people with disabilities are encouraged to apply. Faxed or emailed applications will not be accepted. Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciate the interest shown by applicants.

Enquiries must be directed to the Acting Director: Corporate Services. Telephone number (053) 948 9400
Applications should be addressed to: The Acting Director: Corporate Services, Tswaing Local Municipality, PO Box 24 Delareyville 2770. **Closing date:** 14th February 2017 at 16:00