

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions

BUDGET AND TREASURY OFFICE

CHIEF FINANCIAL OFFICER

(This is a 5 year fixed-term employment linked to performance which ends one (1) year after the next Local Government Elections and can be renewable subject to negotiations)

Total Remuneration package will be in terms of Government Gazette No 40118, Notice No. 381 of 2016 which stipulates Remuneration Packages for Grade 3 municipalities as follows:

- Total Remuneration Package: Minimum: **R 768 305.00**
- Total Remuneration Package: Midpoint: **R 878 063.00**
- Total Remuneration Package: Maximum: **R 987 820.00**

NB:

- Shortlisted applicants will be required to have their qualifications verified and undertake a competency assessment in line with Regulation 16 of Government Gazette No. 37245
- The successful candidate will be based in Ixopo and expected to sign an Employment Contract, Performance Agreement, disclosure of financial interest and be subjected to security vetting.

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor Degree in fields of Accounting, Finance or Economics OR Chartered Accountant (SA) – NQF 8 or Equivalent
- A minimum of seven years relevant experience at senior and middle management levels, of which at least two years (but preferably five years) must be at senior management level.
- Sound knowledge of and exposure to local government operations and municipal financial management
- Sound visionary and strong leadership management skills with strategic thinking and decision-making abilities
- In-depth knowledge of local government legislation and the statutory requirements pertaining to the post
- Core Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, 17 January 2014. If the appointee has not yet attained the Minimum Competency qualification, he or she will be required, as a condition of appointment, to complete this training within a specific period of time
- A Code B driver's license

KEY PERFORMANCE AREAS

- Develop, implement and manage strategic goals, policies and procedures in alignment to the strategic objectives of the municipality.
- Effectively manage financial services (budgeting, income, expenditure, activity-based costing, supply chain management) through the establishment, implementation and maintenance of a financial management strategy
- Responsible for the effective and efficient management of the Directorate
- Liaise and interact with individuals, role players and agencies on Senior level in all three spheres of government
- Assist and support the Accounting Officer with the roles and responsibilities delegated to the Chief Financial Officer
- As CFO, ensure municipal financial viability through management and monitoring of all income and expenditure of the Municipality, safeguarding all assets, discharging liabilities of the Municipality and proper and diligent compliance with Municipal Financial Management Act and other prescripts

PLEASE NOTE:

1. It would be expected of candidates to be subjected to thorough evaluations. Previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal- and credit records.
2. The candidate will be required to disclose all financial interests. Original qualification certificates must be produced at any resultant interviews.
3. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act.
4. The appointment will be done in accordance with the Regulations on appointment and conditions of employment of Senior Managers.

CORPORATE SERVICES OFFICE

DIRECTOR: CORPORATE SERVICES

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- The successful candidate will be based in Ixopo and sign an Employment Contract, Performance Agreement, disclosure of financial interest and be subjected to security vetting.

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor Degree in Public Administration, Management Sciences, Law or equivalent qualification.
- Knowledge of Local Government environment will be an added advantage
- Extensive senior management experience of at least 5 years in managerial position
- A qualification relating to the National Treasury Competency Requirements for Senior Officials e.g. CPMD/MFMP/ELMDP will be an added advantage
- Computer literate in Word, Excel and Windows 2007 programs is required
- Code EB driver's license

KEY PERFORMANCE AREAS

- The successful candidate will be responsible and accountable for the following: Development, implementation and management of strategic goals, policies, procedures and plans for his/her Department and advice thereon
- Providing administrative support and records management services; including secretarial/committee services
- Co-ordinating legal advisory services
- Compiling and updating delegated powers and policy matters related thereto
- Updating statutes and Council by-laws
- Overseeing all facets of Human Resources Management
- Overseeing and leading the Public Participation and Special Projects processes in Council
- Providing effective IT services for the Municipality

SOCIAL DEVELOPMENT DEPARTMENT

DIRECTOR: SOCIAL DEVELOPMENT

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MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree in Development Planning/Development Studies/Public Administration
- A postgraduate degree and a Certificate Programme in Management Development for Municipal Finance (CPMD) will be an added advantage
- A minimum of 5 years' experience at Senior Management level/higher level decision-making in a Local Government /Public Service environment
- The ability to communicate, negotiate and form working relationships with all levels of Government
- Sound understanding of waste management in municipal environment
- Extensive knowledge of public sector management priorities, programmes and processes
- Extensive public sector managerial experience, including public financial management and public human resource management experience.
- Contract management experience
- Knowledge and deep understanding of the Local government mandate and environment
- Computer literacy
- Code EB driver's license

KEY PERFORMANCE AREAS

- Responsible for the management, operation, maintenance, planning and administration of services of the department.
- Develop policies and guidelines for the effective operation of service delivery programmes for social development within the municipal area in line with the Integrated Development Plan and the implementation thereof
- Manage the provision of services to the local community in a suitable and equitable manner, which includes refuse removal, estates, parks and gardens
- Act as a line function Manager and provide leadership and vision to the department, ensuring sound human resource management, sound general resource management and excellent financial management
- Ensure the implementation of the Integrated Development Plan and Service Delivery and Budget Implementation and objectives
- Be responsible for the following sections: Community Safety (Fire Fighting and Traffic Control); Library Services; LED and Tourism; Youth and Special Programmes; Refuse, Parks, Municipal Estates and Sports and Recreation
- Provide professional and managerial guidance to junior staff

Ubuhlebezwe Municipality is an equal opportunity and an affirmative action employer.

A signed letter of application indicating the position applied for, together with a comprehensive CV and certified copies of original certificate(s) and ID must be forwarded to: The Municipal Manager, P.O. Box 132, and Ixopo 3276 by not later than 16h00 on 07 April 2017. Faxed applications will not be accepted. If

you do not hear from Council within 30 days after the closing date, please consider your application as unsuccessful.

Enquiries should be directed to HR Manager, Mr L.S. Hlophe at (039) 834-7700.

Council reserves the right not to make any appointments into the above-mentioned positions.

**GM SINEKE
MUNICIPAL MANAGER**