



DITSOBOTLA LOCAL MUNICIPALITY

DITSOBOTLA LOCAL MUNICIPALITY is inviting applications from a committed, self-driven competent and suitably qualified persons for below positions.

The positions are for a Permanent basis which are based at Ditsobotla Local Municipality, Head Office, in Lichtenburg. The incumbents will be subjected to signing an employment contract, performance agreement, disclosure of financial interest and undergo security vetting and competency assessment test.

Total remuneration package for the below mentioned positions will be determined in terms of Competencies, qualifications, experience of the candidate considered for appointment in terms of Government Gazette No 50737 dated 30 May 2024

Chief Financial Officer

Total remuneration package: (i.e. Minimum – R972 648-00, Midpoint – R1 108 275-00 and Maximum - R1 257 894-00 per annum)

Requirements: An NQF level 7 Bachelor Degree in Accounting/Economics/Financial Management CA (SA) or equivalent • A minimum 7 years work-related experience of which 2 years must be at senior management level and 5 years must be at middle management level and a certificate in Municipal Financial Management for Municipal Managers and Managers directly accountable to Municipal Managers as provided in Gazette 41047 dated 18 August 2017, Local Government: Municipal Regulations on Minimum Competency Level. The applicant must have extensive knowledge and understanding of all local government legislations and all policies that governs Municipalities and relevant to the department as well as knowledge of the statutory requirements regarding the position and the ability to comply therewith. Excellent communication and facilitation skills. Code B driver's license. No criminal record

Knowledge skills and personal attributes: Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of financial management including revenue management, supply chain management, budgeting; Good management of expenditure and

financial reporting; Good knowledge of supply chain management regulation; Ability to contribute to service delivery systems of a complex nature and to manage the achievement of municipal strategies and goals; Knowledge of the MFMA, GRAP and Pastel Evolution is a must; Good communication skills, leadership qualities planning, organising, reporting, presentation skills and organising skills; A sound understanding of computer package (i.e. Excel, PowerPoint); Ability to give Strategic direction and leadership; People management, change leadership and governance leadership; Advanced Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook, 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 strategic alliance with various stakeholders; To guide the management of an effective, economic and efficient finance function, supported by effective financial management, To forecast revenue and expenditure and assess the impact thereof; To commission and operate financial systems, To maintain sufficient working capital (cash flows/short term liquidity) to meet the needs of the municipality; To manage the budget preparation and implementation process and provide technical expertise in this regard; To support and implement good governance in the area of responsibility; To implement and manage the financial and performance reporting process of the municipality; To undertake risk, change and guide the management of such; 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 manage and oversee a fair, equitable, transparent, competitive and cost effective SCM function; To support the audit process in order to obtain the optimum level of assurance from Auditor- General.

Key performance areas: Managing the Budget and Treasury Office. Responsible for overseeing the implementation and compliance with all legislation and policies regulating municipal finances which includes, revenue and expenditure management, credit and debt collection, supply chain management; submission and management of budget process and compilation of annual financial statements and ensure proper response to Audit report; Ensuring the timely preparation, submission, and publication of statutory reports, including the annual financial statements, annual report and in-year reports as well as budget management; Ensuring the establishment and maintenance of an effective, efficient and transparent systems of financial and risk management and internal control; To lead, direct and manage staff within Finance Directorate to be able to meet their departmental and organisational objectives; Ensuring compliance with Municipal Finance legislation and regulations; Integrating the financial system of the Municipality, Manage all financial functions, analysis and interpretation of financial costing information to identify trends, make forecasts and recommendations; Plan,

direct and co-ordinate the planning and preparation of annual and long term capital and operating budgets and submits these to management and Council for approval; Ensure that management accounts and other financial data are available on an accurate, concise and up to date basis; Provide general strategic management to ensure that budget and treasury office meets the five (5) Key Performance Areas and outcomes; Advises the accounting officer on the exercise of powers and duties assigned to accounting officer in terms of the MFMA; Assists the accounting officer in the administration of the municipality's bank accounts and in the preparation and implementation of the municipality's budget; Advises senior managers and other senior officials in the exercise of powers and duties assigned to them in terms of section 78 or delegated to them in terms of section 79 of MFMA; Performs such budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may in terms of section 79 be delegated by accounting officer to the chief financial officer.

Director: Community Services

Total remuneration package: (i.e. Minimum – R972 648-00, Midpoint- R1 108 275-00 and Maximum - R1 257 894-00 per annum)

Requirements: Bachelor Degree in Social Sciences/ Public Administration/ Law or equivalent, Five (5) years' experience at middle management level and have proven successful institutional transformation with public or private sector, Added advantage: Registration with the South African Council for Social Service Professionals (SACSSP); or similar recognised relevant professional body, and Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) and Valid driver's licence and **NO** criminal record.

Knowledge skills and personal attributes: Good knowledge and understanding of relevant policy and legislation; Good understanding of institutional governance systems and performance management; Understanding of council operations and delegation of powers as – Environmental service management, Parks and Cemetery management, Public safety and Libraries and facilities; Must have extensive knowledge of the public office environment; Budget and finance management; Ability to be an innovative and strategic leader, Good facilitation and communication skills.

Key performance areas: Providing strategic leadership and planning for the department; Compiling departmental SDBIP, monitoring and reporting on programme implementation;

Ensuring the development of appropriate strategies, policies and plans for all relevant areas are in place; Directing the implementation of specific procedures, systems and controls associated with key functional embodied in the community services departmental structure; Ensuring public safety, which amongst others includes traffic management, security management and law enforcement; Ensuring environmental management in general; Managing community facilities e.g. community halls, sports fields, libraries and other municipal properties; Executing any other duties that may be assigned by the Municipal Manager.

Director: Technical Services

Total remuneration package: (i.e. Minimum – R972 648-00, Midpoint - R1 108 275-00 and Maximum - R1 257 894-00 per annum)

Requirements: Bachelor of Science Degree in Engineering/ BTech Engineering or equivalent; Five years' experience at management level or as programme/project manager; 3-4 years must be at professional/ management level engineering management experience; Certificate of competency as required in terms of the General Machinery Regulations, 1988 or Registration with a recognised relevant engineering professional body will be an added advantage; Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) in line with Minimum regulations on competency level of 2007 will be an added advantage, Valid driver's licence and **NO** criminal record.

Knowledge skills and personal attributes: 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; Budget and finance management, Ability to be an innovative and strategic leader; Good facilitation and communication skills in at least two of the three official languages; Certificate of competency as required in terms of the General Machinery Regulations, 1988 or Registration with a recognised relevant engineering professional body.

Key performance areas: Manage the provision of services to the local community in a sustainable and equitable manner; including but not limited to the following functions: Provision of water, sanitation, roads and storm water and sewerage, full responsible for the management, operation, maintenance, planning and administration of the electricity network; Provide advisory services to the Council regarding all aspects falling within his/her scope of work and carrying out their decisions; Develop, implement and manage strategic goals, policies, procedures, and plans for the directorate under his/her control; Develop policies and

guidelines for the effective operation of services delivery, Develop a program for infrastructural services delivery with the municipal area in line with the IDP, and overseeing its implementation; Coordinate and supervise the management of own funded projects; Implementing National Building Regulations, taking the required responsibility as defined in the occupational Health and Safety Act, Act No 85 of 1993 its regulations.

Director: Economic Development & Planning

Total remuneration package: (i.e. Minimum – R972 648-00, Midpoint - R1 108 275-00 and Maximum - R1 257 894-00 per annum)

Requirements: BSC Degree in Building Sciences/ Architect/Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) in line with Minimum regulations on competency level of 2007 as added advantage; Five years' experience at middle management level and Have proven successful Professional Developmental/ Town and Regional Planning experience. **Added advantage:** Project Management Certificate or Diploma; or Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002); valid driver's licence and **NO** criminal record. No criminal record

Knowledge skills and personal attributes: Good knowledge and understanding of relevant policy and legislation; Good 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); Knowledge of geographical information systems and; Knowledge of spatial, town and development planning; Budget and finance management; Ability to be an innovative and strategic leader; and Good facilitation and communication skills

Key performance areas: Co-ordination and facilitation of strategic planning of economic development as well as management of LED initiatives, i.e SMME's tourism development, economic policy and research (including investments and trade promotions); Development and implementation of land management strategies and spatial plans; Town planning and township establishment; Housing matters; Poverty alleviation; Promotion of social and economic development; Development of organisational and developmental vision and strategy and ensuring implementation; Directing, planning and monitoring of the utilisation of resources in order to perform activities; and Directing, development and managing of systems, policies, procedures and processes to ensure correct working operations and practices.

Director: Corporate Services

Total remuneration package: (i.e Minimum R 972 648-00, Midpoint-R1 108 275- 00 and Maximum-R1 257 894- 00 per annum

Requirements: Bachelor Degree in Public Administration, Management Science, Law; and equivalent at NQ Level 8; (5) five years relevant experience at middle management level and have proven successful institutional transformation with public or private sector. Understanding of Municipal System Act; Municipal Structure Act; Municipal Finance Management Act; Ability to communicate and negotiate at all levels of government with all relevant stakeholders.

Knowledge Skills and Personal Attributes: Good knowledge and understanding of relevant policy and legislation; Have proven successful management experience in administration; Good understanding of institutional governance systems and performance management; Good knowledge of understanding of institutional governance systems and performance management; Good knowledge of Corporate Support Services, including Human Resources Management, Legal Services, 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 Relation Act; and other Labour related prescripts; legal background and human resource management and knowledge of coordination and oversight of all specialized support functions; Successfully completed the Minimum Competency Requirements as per Government Gazette 29967 dated 15 June 2007 and Regulations on Appointment and Condition of Employment of Senior Managers, Government Gazette dated 17 January 2014; The required core competencies as stipulated in Annexure A and B of the Regulations on the Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.

Key Performance Areas: Leading and directing the Corporate Service Directorate; Ensuring the Municipality is provided with an effective support service regarding Corporate Administration; Human Resources, Information Communication Technology and Legal Services; Developing, implementing and managing strategic goals, policies, procedures and plans for the directorate and aligning it with the Municipality's strategic objectives; Managing the Human Resources portfolio in accordance with Labour Legislation and various National and Divisional collective Agreements; Managing Corporate Administration functions which relate to the provision of Records Management, Council and Committee Secretariat; Managing and Facilitating Legal Services, including updating Statutes and Council By-Laws;

Managing the Directorate's budget planning, implementation and budget review to support priorities and deliverables in relation to Integrated Development Plan; Providing visionary and innovative leadership to a diverse workforce, to ensure optimal utilization of the Council's resources in terms of implementing its strategic objectives articulated in the Integrated Development Plan (IDP) and its fulfilment of its statutory mandate; Managing the Directorate's budget planning, implementation and budget review to support priorities and deliverables in relation to Integrated Development Plan; Controlling and preparing the Directorate's budget; Advising the Municipal Manager timeously and effectively on matters pertaining to the directorates.

Interested candidates should complete the application form which can be down loaded from municipal website @ www.ditsobotla.gov.za (under notices/vacancies) indicating the position they are applying for, Comprehensive CV, not more than three (3) months original certified copies of qualifications, ID document and driver's license.

Please send an application form (Annexure C of Government Gazette 37245 dated 17 January 2014). Your detailed CV together with certified copies of your qualifications to be sent to the Municipal Manager, Ditsobotla Local Municipality, Private Bag X7, LICHTENBURG, 2740 or submit your CV and certified documents to Ditsobotla Local Municipality, Civic Centre, Cnr Nelson Mandela & Transvaal Street, LICHTENBURG, Enquiries to be made to the office of the **Municipal Manager, Mr O.T Bojosinyane cell number:066 476 0010/ 060 952 7302 during working hours.**

PLEASE NOTE:

1. Shortlisted candidates will be subjected to suitability checks including qualifications, employment records, criminal records, company directorships and reference checks.
2. Applications not accompanied by the required documentation will not be considered.
3. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
4. Submission of original certificate of the academic and professional qualification on the date of assumption of duty.

NB: Appointed candidates will be expected to complete within 18 months the prescribed unit standard to give full compliance with Municipal Regulations on minimum competency in terms of Gazette No. 40593 dated 03 February 2017.

Closing date: 07th October 2024 @12H00



O.T Bojosinyane (Mr)
Municipal Manager
Ditsobotla Local Municipality

Date: 24-9-2024