



DITSOBOTLA LOCAL MUNICIPALITY

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

The positions are for a fixed five years term performance contract based at any Municipal Office within the area of Ditsobotla Local Municipality. The incumbents will be subjected to signing an employment contract, performance agreement, disclosure of financial interest and undergo security vetting and competency assessment test.

The total remuneration package for the below-mentioned positions will be determined in terms of the Competencies, qualifications, experience and knowledge of the candidate considered for appointment in terms of Government Gazette No 43122 dated 20 March 2020.

MUNICIPAL MANAGER

TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R1 160 847-00, Midpoint- R1 349 824-00 and Maximum - R1 538 800-00 per annum)

REQUIREMENTS: B Degree in Public Administration/Political Sciences/Social Sciences/Law or equivalent, Five (5) years relevant experience at senior management level, A postgraduate qualification in fields related to public administration will be an added advantage, Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) in line with Minimum regulations on the competency level of 2007 an added advantage, Have proven successful institutional transformation within public or private sector, Valid driver's licence and **NO** criminal record.

KNOWLEDGE SKILLS AND PERSONAL ATTRIBUTES: Advanced knowledge and understanding of relevant policy 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, Ability to be an innovative and strategic leader, Good facilitation and communication skills.

KEY PERFORMANCE AREAS: The overall management of the Municipality in order to ensure efficient and effective provision of services, promoting economic growth, facilitation of social and economic development, and long-term sustainability of the Municipality. The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, operate in accordance with the municipality's performance management system and understand the needs of the local community. Perform all functions, duties and responsibilities as contained in the relevant local government legislations such as, but not limited to, The Constitution, MFMA, Municipal Structures Act, Municipal Systems Act, Promotion of Administrative Act etc. Ensuring the streamlining of staff towards core basic service delivery.

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 Degree in Accounting/Auditing/Financial Management an Honours in Accounting/CTA/CA (SA) will definitely be an advantage • A minimum 5 years work-related experience at senior 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 govern Municipalities and are relevant to the department as well as knowledge of the statutory requirements regarding the position and the ability to comply in addition to that. 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 regulations, Good governance, Knowledge of coordination and oversight of all specialised support functions.

KEY PERFORMANCE AREAS: Managing the Budget and Treasury Office. Responsible for overseeing the implementation and compliance with all legislation and policies regulating municipal finances, including revenue and expenditure management, credit and debt collection, supply chain management, submission and management of budget process and compilation of annual financial statements and ensuring proper response to the 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 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, Ensure compliance with Municipal Finance legislation and regulations, Integrate 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 coordinate 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; • Advise 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 or Public Administration or Law or equivalent, Five (5) years relevant experience at middle management level and have proven successful institutional transformation with the 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 or BTech in Engineering or relevant qualification, Five years experience in management level within the engineering field, Three years in management level in municipal professional engineering field. A 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 the 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 understanding of institutional governance systems and performance management, 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 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. Executing any other duties that may be assigned by the Municipal Manager.

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 the competency level of 2007. Five years of relevant experience at the 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.

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. Executing any other duties that may be assigned by the Municipal Manager.

DIRECTOR: CORPORATE 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's Degree in Public Administration or Management Science or Law. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) in line with Minimum regulations on the competency level of 2007.

Five years experience at the middle management level and have a proven successful management experience in administration. Have proven successful management experience in administration. 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, Good knowledge of corporate support services including Legal Services, Information communication technology and Council support, Good knowledge of supply chain regulations and Preferential Procurement Policy Framework Act 5 of 2000, Good governance, Good knowledge of Labour Relations Act and other labour related prescripts, Legal background and human capital management, Knowledge of coordination and oversight of all specialised support functions, Knowledge of local government environment, excellent communication and negotiation skills at all levels and good skills in conflict resolution and problem-solving.

KEY PERFORMANCE AREAS: Human Resources Management, Legal Services, Communication and Customer Care, Information Communication Technology, Records Management, Council and Committee Secretariat services, Corporate Support to other departments and any other function that will be allocated to the Directorate. Executing any other duties that may be assigned by the Municipal Manager.

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

Please send your CV together with certified copies of your qualifications to the Administrator, Ditsobotla Local Municipality, Private Bag X7, LICHTENBURG, 2740 or submit your CV at Ditsobotla Local Municipality, Civic Centre, Cnr Nelson Mandela & Transvaal Street, LICHTENBURG, for the attention of the **ADMINISTRATOR, Mr R MOSIANE**

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 the representation of designated groups in the Municipality, including those with disabilities.
4. Correspondence will be limited to shortlisted candidates only, if you do not receive a response within 3 months from the closing date, please accept that your application was unsuccessful.

CLOSING DATE: 28 November 2022

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R.J MOSIANE (Mr)
ADMINISTRATOR
DITSOBOTLA LOCAL MUNICIPALITY

