



DITSOBOTLA LOCAL MUNICIPALITY

DITSOBOTLA LOCAL MUNICIPALITY invites applications from suitably qualified persons for appointment in terms of Municipal Systems Act 32 of 2000 read with Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers.

The position is a fixed five year term performance contract which is based at Ditsobotla Local Municipality, Civic Centre, Lichtenburg. The incumbent will be subjected to signing an employment contract, performance agreement, disclosure of financial interest form and undergo security vetting and competency assessment test.

Total remuneration package for the below mentioned positions will be determined in terms of Government Gazette No 40118 dated 1 July 2016.

MUNICIPAL MANAGER

TOTAL REMUNERATION PACKAGE: (i.e. Minimum -R1 011 686-00, Midpoint – R1 176 380-00 and Maximum - R1 341 073-00)

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

KNOWLEDGE: • 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 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, to operate in accordance with the municipality's performance management system and to 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.

DIRECTOR: COMMUNITY SERVICES

TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R835 477-00, Midpoint- R965 869-00 and Maximum - R1 096 262-00)

REQUIREMENTS: • Bachelor Degree in Social Sciences or Public Administration or Law or equivalent. • Five years relevant experience at middle management level, • 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) in line with Minimum regulations on competency level of 2007. • Valid driver's licence and NO criminal record.

KNOWLEDGE: • 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; and • 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.

CHIEF FINANCIAL OFFICER

TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R835 477-00, Midpoint- R965 869-00 and Maximum - R1 096 262-00)

REQUIREMENTS: • B degree in Accounting or Financial Management or Economics or Chartered Accountant • Minimum five (5) years experience at middle management level, • A qualification relating to National Treasury Competency Requirements for senior officials CPMD/MFMP will be an added advantage • Computer literate in Word, Excel and Windows 2007 programs is required • Valid driver's licence and NO criminal record.

COMPETENCIES: Strategic leadership and management, strategic financial management, operational financial management, governance, ethics and values in financial management, financial and performance reporting, risk and change management, Project management, Stakeholder relations, Supply Chain management, Audit and assurance, Legislation and policy implementation.

JOB KNOWLEDGE: The incumbent should have the following knowledge and skills: • 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 strategic alliances 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 assessing the impact thereof on a municipality's financial position and performance; • 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 understand risk and 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: The successful candidate will be responsible and accountable for the following: • Administratively in charge of budget and treasury office • Must advise the Accounting Officer on exercising powers and duties assigned in terms of • Municipal Finance Management Act 56 of 2003 • Must assist the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the Municipality's budget. • Must perform other tasks, i.e. budgeting, accounting, analysis, financial reporting, cash management, debt management, revenue collection, supply chain management and financial management. • Directs, develops, monitors and maintain systems, policies, procedures and processes to ensure healthy financial operations and practices. • Perform human resources and administrative duties/ activities and any other duty assigned by the Accounting Officer.

Prescribed application form can be accessed on municipal website (www.ditsobotla.gov.za under notices/vacancies). A completed application form, accompanied by covering letter, original certified copies of qualifications, ID document and driver's license and comprehensive C.V with at least the names of three contactable references from current and previous employers must be posted / couriered to:

The Municipal Manager, Ditsobotla Local Municipality, Private Bag X7, LICHTENBURG, 2740 or hand delivered to the Human Resources Section, 3rd Floor, Civic Centre, Cnr Nelson Mandela & Transvaal Street, LICHTENBURG

For any enquiries please contact Ms Josephine Ledwaba, Manager: Human Resources on 018 633 3800/3901 during office hours.

PLEASE NOTE: 1. 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. 2. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted. 3. **No late applications will be considered.** 4. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification. 5. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers. 6. **Correspondence will be limited to shortlisted candidates only**, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful.

CLOSING DATE: 03 NOVEMBER 2017 @ 12H00

**MR L .DIN'TWE
ACTING MUNICIPAL MANAGER**