



## DITSOBOTLA LOCAL MUNICIPALITY

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**DITSOBOTLA LOCAL MUNICIPALITY** is inviting applications from competent and suitably qualified persons for the following positions:

The positions are a five (5) year term performance contract and which is based at any Municipal Office within the area of Ditsobotla Local Municipality. The incumbent 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 Government Gazette No 41173 dated 10 October 2017.

### **CHIEF FINANCIAL OFFICER**

**TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R884 770-00, Midpoint- R1 022 855-00 and Maximum - R1 160 941-00)**

### **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.

### **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.

## **DIRECTOR: ECONOMIC DEVELOPMENT & PLANNING**

**TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R884 770-00, Midpoint- R1 022 855-00 and Maximum - R1 160 941-00)**

### **REQUIREMENTS**

- BSC Degree in Building Sciences or Architect or Bachelor Degree in Town and Regional Planning or Development Studies.
- 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.
- Five years relevant 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.

### **KNOWLEDGE**

- 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.
- 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

- Directing, development and managing of systems, policies, procedures and processes to ensure correct working operations and practices.

## **DIRECTOR: TECHNICAL SERVICES**

**TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R884 770-00, Midpoint- R1 022 855-00 and Maximum - R1 160 941-00)**

### **REQUIREMENTS**

- Bachelor of Science Degree in Engineering or BTech Engineering.
- 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.
- Five years relevant experience at middle management level or as programme/project manager and
- Five years must be 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
- Valid driver's licence and **NO** criminal record.
- Good facilitation and communication skills

### **KNOWLEDGE**

- 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.

#### **DIRECTOR: COMMUNITY SERVICES**

**TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R884 770-00, Midpoint- R1 022 855-00 and Maximum - R1 160 941-00)**

#### **REQUIREMENTS**

- Bachelor Degree in Social Sciences / Public Administration / Law or equivalent,
- Five years relevant experience at middle management level and have proven successful institutional transformation with public or private sector,
- 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
- Added advantage: Registration with the South African Council for Social Service Professionals (SACSSP); or similar recognised relevant professional body,
- 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; 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: CORPORATE SERVICES**

**TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R884 770-00, Midpoint- R1 022 855-00 and Maximum - R1 160 941-00)**

## REQUIREMENTS

- Bachelor 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 competency level of 2007 will be an added advantage.
- Five Years experience at 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

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

Application on prescribed application form accessible on municipal website ([www.ditsobotla.gov.za](http://www.ditsobotla.gov.za) under notices/vacancies) must be completed and must be accompanied by covering letter, comprehensive CV, original certified copies of qualifications, ID document and driver's license and at least the names of three contactable references from current and previous employers must be provided.

Applications must be posted / couriered to Ditsobotla Local Municipality, Private Bag X7, LICHTENBURG, 2740 or hand delivered to the Human Resources Section, 3<sup>rd</sup> Floor, Civic Centre, Cnr Nelson Mandela & Transvaal Street, LICHTENBURG, for attention of the Acting Municipal Manager; Mr MJ Moipolai.

For enquiries can contact the Manager: Human Resources, Ms Josephine Ledwaba 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: 17 AUGUST 2018**

**MR M.J MOIPOLAI  
ACTING MUNICIPAL MANAGER**