



DITSOBOTLA LOCAL MUNICIPALITY

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

DIRECTOR: COMMUNITY SERVICES

The position is a fixed five years term performance contract which is 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.

Total remuneration package for the below mentioned positions will be determined in terms of **Government Gazette No 43122 dated 20 March 2020.**

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 years relevant 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 CPMD and 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: TECHNICAL SERVICES

The position is a fixed five year term performance contract which is 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.

Total remuneration package for the below mentioned positions will be determined in terms of Government Gazette No 43122 dated 20 March 2020.

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, 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: 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.

POSITION: MANAGER: ROADS AND STORMWATER

DURATION: PERMANENT

REMUNERATION PACKAGE: POST LEVEL 1- R646 692-00 per annum excluding service benefits

REQUIREMENTS: Bsc in Civil Engineering or BTech in Civil Engineering or relevant NQF level 6 qualification, registration as professional engineer or professional technical engineer will serve as an added advantage, minimum of five (5) year experience in which three (3) years should be at middle management within the civil engineering field. Valid Driver's licence.

KEY PERFORMANCE AREAS: Manages and controls outcomes associated with utilisation, productivity and performance of personnel within Roads and Storm Water section, Defining and adjusting the key performance indicators, job design and role boundaries of personnel against service delivery, keeping abreast with technological developments in the rehabilitation and maintenance of roads, storm water drainage, traffic signage and markings, analysing and aligning requirements with operating capacity and capability, evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments strategic plans, conducting appraisals to measure performance against agreed targets and reviewing goals and setting new objectives, identifying technical and non-technical skill gap within the department and

completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities, liaise closely with municipal planning department on conducting projects inspection on regular basis, overseeing the alignment of strategies and goals within the area of responsibility, overseeing the management of performance of all within the section.

POSITION : MANAGER: PLANNING

REMUNERATION PACKAGE: POST LEVEL 1-R646 692-00 per annum excluding service benefits

DURATION : PERMANENT

REQUIREMENTS: B degree or National Diploma in Town and Regional Planning or Development studies or relevant equivalent qualification, Five (5) years' experience with three (3) in town and regional planning environment, Computer Literacy and A valid driver's license.

KEY PERFORMANCE AREAS: Rendering town planning services received from other, Ensuring town planning requirements are complied with, Providing supervision and monitoring subordinates to ensure performance, Assist the public with town planning and development issues by providing relevant town planning information, providing direction to the public / developers regarding land use planning applications from a town planning view, issuing zoning certificates in respect of existing land use rights to the public upon requests, scrutinize building plans with regard to zoning schemes, receiving applications from public /developers regarding land use and subdivisions, identify internal and external departments and organizations as well as surrounding property owners who need to be consulted for input regarding the application submitted.

POSITION: MANAGER: LEGAL SERVICES

DURATION: PERMANENT

REMUNERATION PACKAGE: POST LEVEL 1- R646 692-00 per annum excluding service benefits

REQUIREMENTS: A recognized LLB Degree or Bachelor of laws or equivalent, Admission to as an Attorney or Advocate will be added advantage, Computer Literacy, Minimum of five(

5) years' experience in Municipal Environment in Legal Services of which Three(3) years must be at middle management, A valid driver's license.

KEY PERFORMANCE AREAS: Formulates and Implements the municipal legal services strategy, Analysing the adequacy of current legal approaches, National Government requirements with respect of access to information and formulation methodologies and policies detecting procedural legal application for consideration and matters approval, Analysing the effectiveness of functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures to align legal structure and system, Providing legal advice/ opinions to the council on the exercise of power and functions, Interpreting situation and contextual issues and researching relevant topics to enable preparation of legal documents system, Draft budget for the section. Supervision of staff section, Responsible for compilation of monthly, quarterly and external reports.

POSITION: MANAGER: SUPPLY CHAIN MANAGEMENT

DURATION: PERMANENT

REMUNERATION PACKAGE: POST LEVEL 1-R646 692-00 per annum excluding service benefits

REQUIREMENTS: B. Com Degree specialising in Supply Chain Management / Equivalent NQF Level 7 qualification. Minimum competency level in Municipal Finance. Minimum of five (5) years' experience years, which must have been at managerial level. Valid driver's licence and computer literacy.

KEY PERFORMANCE AREAS:

Sound analytical, interpretive and high -level communication skills; A proven track record of the ability to multitask and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems; Policy formulation and analysis skills; Research and report-writing skills; • Coordination skills; Problem-solving and organisational skills; Knowledge of the Municipal Finance Management Act (MFMA) and Supply Chain Regulations.

Reviewing or Develop standards operating procedure and policies, Provide inputs regarding policy implementation issues to the Chief Financial Officer, Advice user department on procurement processes as per Supply Chain Management Regulations, Serve on Supply Chain Management bid committees, Review SCM policies, Procurement of items to be purchased in terms of tender regulations, Procuring office equipment after doing a viability

study to ascertain if rental or outright purchase is the best option, . Performing statutory functions and those delegated by the Chief Financial Officer and Municipal Manager. Performing all other relevant duties as delegated by Management.

POSITION: MANAGER INTERNAL AUDITOR

DURATION: PERMANENT

REMUNERATION PACKAGE: POST LEVEL 1-R646 692-00 per annum excluding service benefits

REQUIREMENTS: B Com in Internal Audit or relevant equivalent qualification. Five (5) years, with a minimum of 2 years-experience in a management role within internal audit, external audit, governance, risk, compliance or auditing environment. CIA and relevant postgraduate qualification will be an added advantage. Extensive knowledge and understanding of the operations of the Public, A good understanding of the MFMA Regulatory Framework and King IV Code of Good Practice. A good understanding of the Public sector policies and initiatives as well as the role of information in the Municipality decision-making. Demonstrated strategic, audit management ability and experience and a valid driver's licence.

KEY PERFORMANCE AREAS:

Conduct reviews of assigned municipal and functional activities, Conduct regular audit support needs analyses in the Municipality, Evaluate the adequacy and effectiveness of the internal controls over these activities, Plan and execute engagement in accordance with accepted standards, Discuss and report on directorates that are performing relevant planning, accounting, custodial risk management or control activities in compliance with the SDBIP & IDP, Assist with the development of the strategic operational plan, Report findings of review to Internal Audit management and monitor implementation of recommendations from quality review reports in operations.

POSITION: MANAGER: ELECTRICAL & MECHANICAL ENGINEERING

DURATION: PERMANENT

REMUNERATION PACKAGE: POST LEVEL 1-R646 692-00 per annum excluding service benefits

REQUIREMENTS: B degree or BTech or National Diploma in Electrical Engineering or relevant NQF level 7 qualification, Certificate of Compliance as per Occupational Health and

Safety Act 85 of 1993, Registered as an Electrical Engineer with a professional body will serve as an added advantage, Minimum five (5) years' experience of which three (3) years must be within the related field. Computer literacy and valid driver's licence.

KEY PERFORMANCE AREAS: Manage and control the key performance and result indicators associated with the provisioning and maintenance of electrical infrastructure services and water/waste water pump stations, Manage, monitor and control operational and capital projects and the budget of the Unit, Manage the operations and maintenance of all electricity networks, substations and buildings, Manage the electrical and mechanical maintenance of all plants, pumps, and equipment in relation of water and waste water works, Performs infrastructure asset and electricity demand management, Ensure that the Unit comply with applicable legislations, Disseminate information and guidance in relation to performance management of the human capital of the Unit, Keeping abreast of the electrical trends, legislative changes and technological developments in the rehabilitation and maintenance of Electrical infrastructure services and mechanical plant (water/waste water pump stations).

An official application form applicable to Senior Managers are available on the municipal website @ www.ditsobotla.gov.za (under notices/vacancies) must be downloaded and completed and be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's license and the names of three contactable references from current and previous employers must be provided. For any other posts, applicants must submit application letter and certified copies of their ID's and qualifications

Applications must be posted / carried to Ditsobotla Local Municipality, Private Bag X7, LICHTENBURG, 2740 or hand delivered to Ditsobotla Local Municipality, Civic Centre, Cnr Nelson Mandela & Transvaal Street, LICHTENBURG, for attention of the Municipal Manager; Mr M.A Metswamere..

Enquiries can be directed to info@ditsobotla.gov.za

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: 31 AUGUST 2020 @15H00

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MA METSWAMERE (MR)

MUNICIPAL MANAGER

Ref no: notice no: 05 of 2020