



DR J.S MOROKA LOCAL MUNICIPALITY

VACANCY

DR JS Moroka Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

MUNICIPAL MANAGER

(Three years fixed term employment contract, and not exceeding a period ending one year after the election of the next council of the municipality, as per Sec 57 (6)(a) of the Municipal Systems Act No.32 of 2000)

Remuneration: R 985,303.00 (minimum) or R 1,132,533.00 (midpoint) or R 1,279,762, 00 (maximum) per annum. The successful incumbent will be required to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. He/she will be stationed at Dr J.S Moroka Local Municipality's head office in Siyabuswa.

The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 1092, vol. 628 published in Government Gazette No 41173 with effect from 01 July 2017.

Key Requirements: The applicant must be in possession of B-degree in Public Administration/Political Science/Social Sciences/Law or equivalent. Compliance with minimum competency as per the National Treasury: Local Government, MFMA: Minimum Regulation on competency Level, Gazette No 29967 issued on the 15 of June 2007 will be added advantage and candidates who are not in possession of the said qualification will be given an opportunity to obtain such certificate within 18 months as per GG No. No. 40593; if appointed • The incumbent must have a minimum of five years relevant experience at a senior management level and proven successful institutional transformation with public or private sector • An incumbent must be a person of honesty and integrity • The applicant must be computer literate and have a drivers licence. *The incumbent must have the following competencies as per notice 21 published in Government Gazette No 37245 dated 17 January 2014:* Strategic direction and leadership; people management; program and project management; financial management; change management; government leadership • Moral competence; planning and organizing; analytic and innovative; knowledge and information management; communication; results and quality focus.

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 • Budget and finance management.

Core focus Area: Financial Services, Corporate Support Services, Technical Services, Community Development Services.

Key performance areas: Provide ethically correct advice to the Mayor and Council • Ensure implementation of Council Policies and resolutions • To provide vision, set direction for the municipality and inspire others to deliver on the mandate of the municipality • To ensure that as Accounting Officer, the municipality complies with the municipal Finance Management Act No 55 of 2003 and all other relevant legislation • To initiate and support municipal transformation • To explore and implement new ways of delivering services • Render strategic leadership during development, implementation and monitoring of the integrated Development plan and performance management System • To communicate effectively with all stakeholders • To display and build the highest standards of ethical and moral conduct • Performs and accountable for municipality transformation and organization development, basic service delivery, local economic development, municipal financial viability and management and good governance and public participation • Represent the municipality at Provincial and National Forums.

DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES

MANAGEMENT REPRESENTATIVE

Salary: R 356 114, 72 per annum, excluding benefits (Task Grade 13/1)

REQUIREMENTS: Grade 12; Examiners of drivers licence Diploma / Examiners of motor vehicles Diploma. Comprehensive knowledge of applicable legislations such as National Roads Traffic Act. 3 years relevant traffic or licencing experience with Code EC and A driver's licences and PDP • Good interpersonal and communication skills.

RESPONSIBILITIES: Ensuring all testing of applicants for learners and driver's licenses are conducted correctly according to the National Roads Traffic Act (NRTA). Implementation of occupational, health and safety Act (OHSA) as far as the testing station are concerned. Keeping all registers as required in the NRTA. Checking of documents before registration and licensing of vehicles by each section as prescribed. Implementation of the quality assurance system as prescribed by the SABS with regards to the testing system. Supervises and control the activities and procedures associated with direct supervision and monitoring of personnel.

NB: Employment Equity candidates are encouraged to apply as the Municipality seek to achieve its employment equity targets.

The shortlisted candidates will be subjected to competency assessment, qualifications verification, vetting, security and reference check.

No faxed or emailed applications will be considered. The selection process will be influenced by the municipality's Employment Equity principles. Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within six weeks after the closing date should assume that their applications were unsuccessful.

The Municipality reserves the right not to make any appointment.

To apply for Municipal Manager post: use a prescribed application form (available on the website as application form for senior manager – www.moroka.gov.za or municipal offices), accompanied by certified copies of qualifications, ID document, driver's license (not older than three months), and a detailed CV, must be addressed to: Cllr T.W Madleng, The Executive Mayor, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472. Applications can also be hand delivered in our Head office at: A2601/3 Bongimfundo Street, Siyabuswa.

For more information call the office of the Executive Mayor on (013) 973 1101 (Ext 109).

To apply for Management Representative post: use a prescribed application form (available on the website as application form for employment at www.moroka.gov.za or municipal offices), accompanied by certified copies of qualifications, ID document, (not older than three months), and a detailed CV, must be addressed to: The Acting Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472.

Applications can also be hand delivered in our Head office at: A2601/3 Bongimfundo Street, Siyabuswa.

For more information contact our HRM offices on (013) 973 1101 / 1390.

CLOSING DATE: 05TH OCTOBER 2018

MR. M.F MONKOE - ACTING MUNICIPAL MANAGER