



## **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**

#### **1. POST: AUDIT COMMITTEE MEMBER (ICT EXPERT/SPECIALIST)**

Applications are hereby invited from suitably qualified candidates to be appointed as member of the **Dr J.S Moroka Local Municipality's Audit Committee**.

Section 166 of the Municipal Finance Management Act, 2003, requires that Council constitute an Audit Committee as an independent advisory body. In accordance with these provisions of the MFMA and Local Government: Municipal Planning and Performance Management Regulation of 2006, the Dr J.S Moroka Local Municipality seeks to appoint suitably qualified professionals to serve as Audit Committee members.

#### **REQUIREMENTS:**

Prospective candidates should meet the following requirements:

- Professional Information Technology Qualifications;
- Proven expertise and experience in the fields of financial management;
- Proven expertise and experience in performance management;
- In-depth understanding of auditing, human resources and municipal legislations;
- Willingness to serve the interests of the public in a responsible manner; and
- Understanding of Local Government issues and national development imperatives.

Candidates should possess the following qualities: Independence; integrity, willingness to dedicate time and energy; good communication skills; analytical reasoning abilities; natural curiosity and objective thinking.

#### **KEY FUNCTIONS:**

Persons interested in this function and who are suitably qualified will be expected to render, inter alia, the following services:

- Advising Council, Municipal Manager and Management staff on the following matters;
  - Internal audit;
  - Internal financial controls;
  - Accounting policies;
  - Risk Management;
  - Adequacy, reliability and accuracy of financial reporting and information;
  - Performance management;

- Effective governance;
- Compliance with the Municipal Finance Management Act, 2003;
- Compliance with the Division of Revenue Act, and any other applicable legislation;
- Performance evaluation;
- Any other issues referred to the Committee by the Municipality;
- Review the Annual Financial Statements;
- Respond to the Council on any issues raised by the Auditor-General;
- Carry out any investigations into the financial affairs of the Municipality as the Council may request.

#### **TERM OF OFFICE AND REMUNERATION:**

The term of office of appointed candidates will be **three (3) years**, thereafter; it will be subjected for review by at Council's discretion. Persons appointed to the Audit Committee will be remunerated at rates specified by Treasury Regulations 20.2.2.

### **2. ADMIN OFFICER: LEGAL**

**SALARY: R 212 097.23 per annum excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** Grade 12, National Diploma: Paralegal Studies (NQF Level 6), Law degree (LLB) will be an advantage. 2- 3 years relevant experience. Excellent analytical skills and interpretation of statutes. Ability to act within strict policy guidelines and meet deadlines, and proof of mentorship with relevant legal authority. Computer literacy. Valid driver's license.

**RESPONSIBILITIES:** Development of a contract register and Management of contracts. Ability to provide a concise report on the status of the Contracts. Co-ordinate matters under litigation of the Municipality. Filling of legal pleadings and documents. Ability to make research on legal issues, change in legislations and conduct investigations. Drafting of correspondences and any other activities which are related to the office.

### **3. PERSONAL ASSISTANT: OFFICE OF THE SPEAKER**

**SALARY: R 432 017.23 per annum excluding benefits (Task Grade 15/1)**  
(Contract linked to the term of the Speaker)

**REQUIREMENTS:** Grade 12, Bachelor's Degree: Public Administration or equivalent qualification (NQF Level 7), Minimum of 3 years relevant experience in the public or municipal environment. Sound knowledge of legislations applicable in the Municipal environment and its applications. Procedures and interpretative skills of protocol.

Computer literacy (excellent typing skills) e.g MS Word, Excel & PowerPoint. Good Communication, Interpersonal & Administrative Skills. Valid driver's license.

**RESPONSIBILITIES:** Manage and coordinate the administrative functions in the Office of the Speaker. Advice on Protocol related matters. Manage both the electronic and manual diary. Liaise with other district and local municipalities, institutions and stakeholders. Handle travel & accommodation arrangements and process subsistence and travel claims. Handle all logistical support for the office.

#### **4. SENIOR PUBLIC PARTICIPATION COORDINATOR**

**SALARY: R 295 609.61 per annum excluding benefits (Task Grade 12/1)**

**REQUIREMENTS:** Grade 12, National Diploma in Public Relations, Administration, Management or Development Studies or equivalent field (NQF Level 6). Good understanding of local government, Communications or specifically Public Participation Concept. Advance knowledge of Community and Stakeholder relations. Knowledge of Public Participation theory & practice. Computer Literacy. Valid Driver's Licence.

**RESPONSIBILITIES:** Compile and submit required reports and provide general administrative support. Develops presentations to educate the public on the planning process. Researches organizations and populations for outreach opportunities. Develops public involvement plans for large projects. Render administrative support duties to the Public Participation Unit in respect of ward committee activities. Coordinate activities associated with the implementation of the programme of ward committees. Documents all public involvement activities (mandated and elective) and reports findings to appropriate agencies and departments as required. Facilitate and organize the ward committee, CDW and Home Based Cares Summits. Attending to all administration functions related to the community liaison process. Prepare reports for submission to the Supervisor on issues such as: Functionality of wards for both mass and ward committee meetings, Public Participation events/programmes and Public participation forum meetings. Compile and submit required reports and provide general administrative support. Liaise with Communications Unit to develop strategic communications plan to support the public participation processes.

#### **5. WARD COMMITTEE COORDINATOR**

**SALARY: R212 097.23 per annum excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** Grade 12, National Diploma in Administration, Management or Development Studies or equivalent field. Good understanding of local government, specifically Public Participation Concept. Good Administration and Communication Skills. Computer Literacy. Valid Driver's Licence.

**RESPONSIBILITIES:** Render administrative support duties to the Public Participation Unit in respect of ward committee activities. Coordinate activities associated with the implementation of the programme of ward committees. Coordinate activities associated with the development, implementation, monitoring and review processes of the community participation policy of the Municipality. Coordinate programmes relating to the activities of the ward committees. Ensure the safe keeping of all ward committee records in line with the applicable filing systems of the Municipality. Coordinate all logistical arrangements associated with the programmes of the ward committees. Compile and submit required reports and provide general administrative support.

## **6. COORDINATOR: OPERATION VUKA SISEBENTE**

**SALARY: R212 097.23 per annum excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** Grade 12, National Diploma in Administration, Management or Development Studies or equivalent field. Good understanding of local government, specifically Public Participation Concept. Computer Literacy. Valid Driver's Licence.

**RESPONSIBILITIES:** Render administrative support duties to the Public Participation Unit in respect of OVS. Coordinate activities associated with the implementation of OVS. Ensure monitoring and evaluation of the OVS programme. Ensure safe keeping of all OVS records in line with the filing system of the municipality. Coordinate all logistical arrangements associated with the OVS programme. Collate and categorize the escalated needs and refer to appropriate sector and level. Prepare and carry out implementation of OVS through Ward War Rooms and report back. Utilize the multitude of field workers available in different sectors to identify household and community needs and do a technical analysis of community needs relative to the profiles.

## **7. EXECUTIVE SECRETARY: EXECUTIVE MAYOR'S OFFICE**

**SALARY: R 188 380.29 per annum excluding benefits (Task Grade 09/1)**  
(Contract linked to the term of the Executive Mayor)

**REQUIREMENTS:** Grade 12, Computer Literacy (excellent typing skills), e.g Microsoft Word, Excel & PowerPoint. Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure.

**RESPONSIBILITIES:** Manage the Executive Mayor's diary. Schedule and update appointments on behalf of the Office of the Executive Mayor. Provide secretarial support service for the Office of the Executive Mayor. Arrange travelling and accommodation. Provide reception services and manage movement within the Office of the Executive Mayor. Arrange and Schedule meetings with internal & external

stakeholders. Organise, maintain and manage the files & records. Attend to all enquiries & correspondences (either telephonic or personal) directed to the Office.

## **8. EXECUTIVE SECRETARY: COUNCILLORS**

**SALARY: R 188 380.29 per annum excluding benefits (Task Grade 09/1)**  
(Contract linked to the term of Council)

**REQUIREMENTS:** Grade 12, Certificate in Secretarial/ Office Administration (NQF Level 5). Computer Literacy (excellent typing skills) e.g Microsoft Word, Excel & PowerPoint. Good Communication, Interpersonal & Administrative Skills. Ability to work under pressure. At least 1-2 years relevant working experience.

**RESPONSIBILITIES:** Render administrative support services to the Councillors. Schedule and update appointments of behalf of Councillors, as well as keeping their diaries up to date. Provide secretarial support service. Arrange travelling and accommodation.

## **9. RISK MANAGEMENT OFFICER**

**SALARY: R 295 609.61 per annum (Task Grade 12/1)**

**REQUIREMENTS:** Grade 12, National Diploma in Risk Management, Internal Audit, Accounting, Cost & Management Accounting or equivalent qualification (NQF 6). A minimum of 2 years relevant working experience. Computer Literacy. Valid Driver's Licence.

**RESPONSIBILITIES:** Develop, review and implement the Municipality's Risk Management Strategy and Programme. Develop, monitor and review compliance with the Municipality's Risk Management Policy, input on development review and implementation of the Municipality's business continuity plan. Development and maintain a risk register reflecting the Municipality's operation and assets, evaluate risks to which the Municipality may be exposed and develop action plans for the relevant departments. Support the development and implementation of corrective actions and continuous improvement programs. Conduct Periodic Risk Management Audits and report all risk management incidents.

## **DEPARTMENT: FINANCE**

### **10. DEPUTY CHIEF FINANCIAL OFFICER**

**SALARY: R 588 036.43 per annum excluding benefits (Task Grade 17/1)**

**REQUIREMENTS:** Grade 12, Bachelor's Degree (NQF Level 7) in Accounting, Economics or Public Finance Management & Administration. Minimum of 5 to 6 years' experience in financial management of at least 3 years should be at management level. Computer literacy and proficient in all Microsoft applications. General knowledge of MFMA, MSCOA & GRAP and applicable legislation. Knowledge of performance & risk management. Leadership and capacity building skills. Sound coordination of financial governance, management and accounting. Professional registration would be an added advantage. Valid code B driver's license.

**RESPONSIBILITIES:** Support the Chief Financial Officer with efficient and effective management of all financial discipline (Budget, Supply Chain Management, Assets Management and Revenue & Expenditure). Responsible for debt (Short & long) management. Responsible for cash management and investments. Responsible to ensure that the municipal budget and annual financial statements are prepared according to GRAP standards and legislation. Responsible to manage projects and programmes with the finance department. Ensure performance indicators, targets and SDBIP's are implemented. Ensure MSCOA compliance. Ensure effective Assets Management Unit. Responsible for ensuring that all procurements are done firmly, equitably and cost effective. Ensure proper payments to suppliers.

### **11. ASSISTANT MANAGER: REVENUE**

**SALARY: R 432 017.23 per annum excluding benefits (Task Grade 15/1)**

**REQUIREMENTS:** Grade 12. Bachelor's Degree in financial Management, Commerce or equivalent (NQF 6) qualification with Accounting as a major subject. Post-Graduate Accounting/Certificate in Theory of Accounting (CTA) qualification will be an added advantage. Minimum of 3-4 years relevant financial experience. Experience in Municipal environment would serve as strong advantage. Sound knowledge of legislation applicable in the Municipal environment such as MFMA, DORA and ect. Good interpersonal relations. Computer literacy. Knowledge of Munsoft Financial Systems and Mscoa will be an added advantage. Code B valid driver's license.

**RESPONSIBILITIES:** Assume overall management of Revenue unit. Co-ordinates and controls sequences associated with the verification and provision of information related to Revenue transactions. Providing support with regards to the consolidation and balancing of Income transactional information to facilitate the production of Financial Statements. Controls the key performance areas and critical outputs of personnel within the Section, by Providing guidelines/ guidance to personnel on the application of procedures; implementing remedial measures/ corrective action to align. Controlling the reconciling Debtor accounts and the posting and balancing of ledger accounts, approving specific journals to rectify inaccurate processing sequences. Ensure monthly billing and supplying of statements to consumers. Implementation of Revenue Enhancement Strategy.

## **DEPARTMENT: ADMINISTRATION & CORPORATE SERVICES**

### **12. TRAINING & DEVELOPMENT COORDINATOR**

**SALARY: R 212 097.23 per annum excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** Grade 12, National Diploma in Human Resources Development/ Management or equivalent qualification (NQF Level 6). A minimum of 2 years relevant working experience. Computer Literacy. Valid Driver's Licence.

**RESPONSIBILITIES:** Researching topics, designing course content and preparing learning materials. Evaluating feedback on the course content, degree of applicability and training methods. Compiling and updating statistical information with respect to training completed, attendance levels and targets achieved. Preparing and circulating skills audit questionnaires for completion detailing current skill level, developmental requirements and career aspirations. Participating in discussions and forums related to the skills development of employees involving the Sector Education and Training Authority and/ or Departments of the Municipality. Consolidating and analysing information to facilitate the preparation of a comprehensive skills plan, identifying and prioritising specific interventions.

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

**Security clearance (vetting) will be conducted on all successful candidates.** 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.**

Application form (available on the website – [www.moroka.gov.za](http://www.moroka.gov.za) or municipal office in Siyabuswa; HQ), accompanied by certified copies of qualifications, ID document, driver's license, and a detailed CV, must be addressed to: The 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 the Human Resource Management Unit at (013) 973 1101 / 1390.

Closing date: 31 August 2018

  
**Monkoe M.F**  
**Acting Municipal Manager**

10/08/2018  
**Date**