



DR JS MOROKA LOCAL MUNICIPALITY

Hereby invites applications from experienced, qualified, innovative, committed and energetic individuals to fill the under-mentioned positions:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

1. EXECUTIVE MANAGER: COMMUNITY DEVELOPMENT SERVICES

Total remuneration package will be in terms of Government Gazette No. 42023 dated 08th November 2018 (Minimum: R857, 571, Midpoint: R980, 082, Maximum: R1, 102, 590) per annum.

The successful incumbent will be on a five years fixed term employment contract and 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.

REQUIREMENTS: Bachelor Degree in Social Sciences/Public Administration/ Law or equivalent. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 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. Five years relevant experience at middle management level. Have proven successful management experience in the fields of waste and environmental management / parks and recreation / social development. Valid driver's licence and NO criminal record. Registration with a recognised relevant professional body will be added advantage.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Understanding of council operations and delegation of powers, as well as- Health service management - Cemetery management - Public safety and - Parks and recreation management. Good knowledge of corporate support services, including human capital management; information communication technology and council support. Knowledge of coordination and oversight of all support functions. Budget and finance management. Ability to be an innovative and strategic leader.

KEY PERFORMANCE AREAS: Lead and direct the Directorate: Community Development that is responsible for Waste and Environmental Management. Parks and Recreation; Cemeteries and Social Development. Develop and continuously evaluate short and long term strategic organizational governance objectives of the Municipality. Undertake strategic planning, leadership and management of all activities of the department. Draft and ensure implementation of departmental strategic plan and SDBIP. Coordination of Portfolio Committee meetings and business processes and submit reports. Development and implementation of the departmental SDBIP. Prepare and manage departmental budget. Give inputs and support towards; preparation of IDP to ensure alignment and efficient performance. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of services and administration of the

Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Directorate.

2. EXECUTIVE MANAGER: TECHNICAL SERVICES

Total remuneration package will be in terms of Government Gazette No. 42023 dated 08th November 2018 (Minimum: R857, 571, Midpoint: R980, 082, Maximum: R1, 102, 590) per annum.

The successful incumbent will be on a five years fixed term employment contract and 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

REQUIREMENTS: Bachelor of Science Degree in Engineering/BTech Engineering; or equivalent. Minimum of 5 years' experience at middle management level (3- 4 years must be at professional/management level engineering management experience. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 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. Have proven successful management experience in the fields of water and sanitation / electricity / project management. Computer literacy. Valid driver's licence and NO criminal record. Registration with a recognised relevant engineering professional body (ECSA).

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Must have extensive knowledge of the public office environment. Must be able to formulate engineering master planning, project management and implementation. Advanced understanding of council operations and delegation of powers. Good governance. Budget and finance management. Ability to prove strategic, visionary and innovative leadership. Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

KEY PERFORMANCE AREA: Overall management of the Technical and Infrastructure Services Department. Manage operations, maintenance, planning and administration of Water and Sanitation, Electricity and Project Management Unit. Ensure implementation of IDP strategic objectives of the department. Draft and ensure implementation of departmental strategic plan and SDBIP. Prepare and manage the department budget. Manage related Municipal Infrastructure Grant programmes (MIG). Develop, implement, monitor and control capital projects and contract administration. Develop plans and programmes for infrastructural services within the municipality in line with IDP objectives. Ensure technical knowledge leverage, sharing and integration.

3. EXECUTIVE MANAGER: ADMIN & CORPORATE SERVICES


Total remuneration package will be in terms of Government Gazette No. 42023 dated 08th November 2018 (Minimum: R857, 571, Midpoint: R980, 082, Maximum: R1, 102, 590) per annum.

The successful incumbent will be on a five years fixed term employment contract and 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.

MINIMUM REQUIREMENTS: Bachelor's degree in Public Administration/Management Sciences/Law or equivalent. 5 years' relevant experience at middle management level. Proven successful management experience in administration. Certificate in Municipal Finance Management programme as prescribed by National Treasury, Government Gazette No. 29967 dated 15 June 2007 will be an added advantage 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. Valid driver's licence and NO criminal record. Registration with a recognised relevant professional body will be an added advantage.

KNOWLEDGE: Good knowledge and understanding of relevant policies and legislation. Good understanding of institutional governance systems and performance management. Good knowledge of corporate services, including: * Human capital management * Legal services * Facilities management * Information communication technology * Council support. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000). Good governance. Good knowledge of Labour Relations Act, and other labour-related prescripts. Good knowledge of coordination and oversight of all specialised support functions.

KEY PERFORMANCE AREAS: Provide strategic direction and monitor the implementation of the strategic objectives of the Directorate. Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to Corporate and Shared Services Directorate. Oversee the management of Human Resources in accordance with municipal legislation and other legislation applicable to the Municipality. Manage the recruitment and retention of the required talent in the Municipality. Manage organisational transformation and development in the Municipality. Mitigate risks and ensure compliance with OHSWA. Improve the employee wellness through implementation of employee assistance programmes. Improve relationship between employer and employee through sound labour relations practice. Ensure cost-effective management of the Directorate's budget and the timely implementation of the resolutions related to the Directorate. Ensure that that effective electronic information management system is available and optimally utilised to enhance service delivery. Manage the provision of transversal professional labour relations, legal and secretariat services to the Municipality. Develop organisational policies and procedures.

Note: 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: 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: Mr. Kubheka N.T.G, 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 call the office of the Municipal Manager on (013) 973 1101.

Closing date: **14 February 2020**

N.T.G Kubheka
Municipal Manager