



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. CHIEF FINANCIAL OFFICER

Total remuneration package will be in terms of Government Gazette No. 43122 dated 20th March 2020 (Minimum: R894, 447, Midpoint: R1, 022, 226, Maximum: R1, 133, 463 per annum (Negotiable).

The successful incumbent will be on five (5) 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 in Siyabuswa, Mpumalanga Province.

MINIMUM REQUIREMENTS: • Bachelor's Degree: Accounting, Financial Management, Economics or any relevant qualification at NQF level 7. Minimum competency as per the National Treasury: Local Government, MFMA: Minimum Regulation on Competency Level, Gazette No 29967 issued 15 June 2007. 5 years financial management experience at Senior/Middle level. A Valid driver's licence and NO criminal record. Registration with a recognised, relevant and finance related professional body. Good knowledge and understanding of relevant financial management policies and legislation. Good understanding of municipal governance and performance management systems. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

KEY PERFORMANCE AREAS: Contribute to strategic planning and budget alignment and report to the Executive and Management team. Develop the MTREF in line with the requirements of the MFMA. Develop and implement a budget spent management system to monitor the budget to prevent over- or under-expenditure. Compile annual and mid-year financial statements (in line with GRAP) and submit to the Auditor-General. Ensure that all financial reconciliations are performed and that reports are submitted to relevant stakeholders. Implement the MFMA implementation plan. Ensure effective functioning of Supply Chain Management. Establish an updated Asset Register and the corresponding asset management policy and procedures to enforce compliance with and implementation of GRAP. Compile all relevant financial policies and procedures to ensure sound and sustainable financial management.

2. EXECUTIVE MANAGER: TECHNICAL SERVICES

Total remuneration package will be in terms of Government Gazette No. 43122 dated 20th March 2020 (Minimum: R894, 447, Midpoint: R1, 022, 226, Maximum: R1, 133, 463 per annum (negotiable).

The successful incumbent will be on five (5) 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 in Siyabuswa, Mpumalanga Province.

REQUIREMENTS: Bachelor's Degree/B-Tech: Engineering or equivalent qualification at NQF level 7. Minimum of 5 years' experience at middle management level. 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. Registered with a recognised, relevant and engineering related professional body, such as 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 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. 43122 dated 20th March 2020 (Minimum: R894, 447, Midpoint: R1, 022, 226, Maximum: R1, 133, 463) per annum (negotiable).

The successful incumbent will be on five (5) 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 in Siyabuswa, Mpumalanga Province.

MINIMUM REQUIREMENTS: Bachelor's degree in Public Administration/Management Sciences/ Law or equivalent qualification at NQF level 7. 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 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 OHSA. 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.

4. EXECUTIVE MANAGER: COMMUNITY DEVELOPMENT SERVICES

Total remuneration package will be in terms of Government Gazette No. 43122 dated 20th March 2020 (Minimum: R894, 447, Midpoint: R1, 022, 226, Maximum: R1, 133, 463) per annum (negotiable).

The successful incumbent will be on five (5) 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 in Siyabuswa, Mpumalanga Province.

MINIMUM REQUIREMENTS: Bachelor's Degree in Social Sciences/ Public Administration/ Law; or equivalent qualification at NQF level 7. 5 years' relevant experience at middle management level. Proven successful institutional transformation within public or private sector. Certificate in Municipal Finance Management programme as prescribed by National Treasury, Government Gazette No. 29967 dated 15 June 2007 will be an 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. Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body will be an added advantage. 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. 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 supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000). Good governance.

KEY PERFORMANCE AREAS: Strategic Planning, organizing, Leading and controlling all activities performed by Manager Community Development Services. Provide support and directive to Waste and environmental management, Parks and Recreation Management, Health Services Management, Cemetery Management, Public Safety, Facilities Management, Traffic and Law Enforcement, Licensing, Security and Disaster Management.

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 six months), and a detailed CV, must be addressed to: Mr. Mhlanga B.M, 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 call the office of the Acting Municipal Manager on (013) 973 1101.

Closing date: Friday the 21st of January 2022.

B.M MHLANGA

DATE

ACTING MUNICIPAL MANAGER