



Municipal Notice Number 22/2019

The Maquassi Hills Local Municipality in the North West Province comprises of the towns Wolmaransstad, Leeudoringsstad, Makwassie, and Witpoort. The municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Suitable qualified, committed and self-motivated applicants with the required work-related experience, core managerial and occupational competencies are invited to join our team and to apply for the following vacancies:

1. DIRECTOR CORPORATE SERVICES

To be stationed at Wolmaransstad

Remuneration package in terms of Government Gazette No. 1092 dated 10 October 2017: Minimum R 813,635 per annum, Midpoint R 929,869 per annum, Maximum R 1,046,101 per annum PLUS remote allowance not exceeding 4%.

| HIGHER EDUCATION QUALIFICATION | |
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| A Bachelor's degree in t Public Administration/ / Management Science/ Law; or equivalent. Certificate in Municipal Finance (SAQA Qualification I D no 48965). or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 | |
| WORK RELATED EXPERIENCE AND KNOWLEDGE | |
| Years' experience | Type of experience: |
| 5 years | <ul style="list-style-type: none"> • Minimum 5 years work related experience at middle management. • Have a proven successful institutional transformation within public or private sector. |
| Knowledge | Type of knowledge: |
| | <ul style="list-style-type: none"> • Good knowledge and understanding of relevant policy and legislation. • Good knowledge and understanding of institutional governance systems and performance management. • Good knowledge of corporate support services, including Human capital management, |

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| | <p>Legal services, Facilities management Information communication technology, municipal valuations, records management, town planning and Council support.</p> <ul style="list-style-type: none"> • Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act no. 5 of 2000. • Good governance • Labour Relations Act and other Labour relations prescripts • Legal knowledge and human capital management and • Knowledge of coordination and oversight of all specialized support functions. |
| Requirement | Driver's license |
| Core functions | To efficiently and effectively manage and develop the day to day operations, procedures, processes and resources of the directorate Corporate Services Department in order to ensure the rendering of support services. To manage and provide corporate, human resource and security services to the institution. To render administrative, committee support and legal support services. Ensure the safekeeping of documents of the municipality through the rendering of archive services. Render support services to the Valuation Appeals Board. Labour Relations, training and development, Employment Equity, OHS |

2. DIRECTOR: ENGINEERING SERVICES

To be stationed at Wolmaransstad

Remuneration package in terms of Government Gazette No. 1092 dated 10 October 2017: Minimum R 813,635 per annum, Midpoint R 929,869 per annum, Maximum R 1,046,101 per annum PLUS remote allowance not exceeding 4%.

| HIGHER EDUCATION QUALIFICATION | |
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| Bachelor of Science Degree in Engineering/ B-Tech Engineering or equivalent, Certificate in Municipal Finance Management (MFMP) or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 | |
| WORK RELATED EXPERIENCE AND KNOWLEDGE | |
| Years' experience | Type of experience: |
| 5 years | Experience at middle management level |

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| | 3-4 years must be at professional / management level engineering management experience or as programme/project manager. |
| Knowledge | Type of knowledge: |
| | Good knowledge of understanding 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 knowledge environment and Must be able to formulate engineering master planning, project management and implementation. |
| Requirement | Registration with a recognized engineering professional body Driver's license |
| Added advantage | Certificate of competency as required in terms of the general machinery regulations, 1998 or Regulations with a recognized relevant engineering professional body |
| Core functions | To efficiently and effectively manage and develop the day to day operations, procedures, processes and resources of the directorate. □ Planning, providing, administering and maintaining sewerage, water and solid waste services. □ Managing and administering electricity distribution and support services □ Efficient maintenance of roads, transport and civil works. □ Ensure the sustainable provisioning of the engineering services including infrastructure development and maintenance □ Draft and ensure implementation of the departmental strategic plan and SDBIP □ Prepare and take control of the departmental budget □ Develop and monitor the implementation of the departmental policies and by-laws |

3. DIRECTOR: COMMUNITY SERVICES

To be stationed at Wolmaransstad

Remuneration package in terms of Government Gazette No. 1092 dated 10 October 2017: Minimum R 813,635 per annum, Midpoint R 929,869 per annum, Maximum R 1,046,101 per annum PLUS remote allowance not exceeding 4

HIGHER EDUCATION QUALIFICATION

Bachelor's Degree in social sciences/ Public Administration/ Law or Equivalent, Certificate in Municipal Finance Management (MFMP) or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007

WORK RELATED EXPERIENCE AND KNOWLEDGE

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| Years' experience | Type of experience: |
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| 5 years | Experience at middle management level Have proven institutional transformation within public or private sector |
| Knowledge | Type of knowledge: Good knowledge of understanding and understanding of relevant policy and legislation, Good knowledge and understanding of institutional governance systems and performance management, Understanding of Council operations and delegations of power as well as: <ul style="list-style-type: none"> - Health service management - Cemetery management - Public Safety and - Parks and recreational management. |
| Additional Requirement | Driver's license |
| Core functions | Assist in achieving the Municipality's mission and vision. Responsible to report on social, cultural and recreational matters to the Municipal Manager. Advice Municipal Manger, Council and the Public on social, cultural and recreational services. Ensure the integration of all spheres of government. Initiate cultural and recreational programmes as well as law enforcement. Prepare and submit reports to the Municipal Manager and Council and perform all other functions related to the post and required by law. |
| Registration with professional body | Added advantage |

4. CHIEF FINANCE OFFICER

To be stationed at Wolmaransstad

Remuneration package in terms of Government Gazette No. 1092 dated 10 October 2017: Minimum R 813,635 per annum, Midpoint R 929,869 per annum, Maximum R 1,046,101 per annum PLUS remote allowance not exceeding 4%.

Term: 5 years fixed term

| HIGHER EDUCATION QUALIFICATION | |
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| B Degree in fields of Accounting, Financial Management, Economics or Chartered, Certificate in Municipal Finance Management (MFMP) or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 | |
| WORK RELATED EXPERIENCE AND KNOWLEDGE | |
| Years' experience | Type of experience: |
| 5 years | Experience at middle management level |
| Knowledge | Type of knowledge: |
| | A thorough understanding and knowledge of the local government financial environment and |

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| | <p>administration including MFMA, Treasury Regulations, Supply Chain Management, working experience in GAMAP and GRAP and other related legislation and policies so as to perform the required treasury functions for Municipality and to advise the Municipal Council and the Municipal Manager on financial management matter. Good Governance, Advanced knowledge and understanding of relevant Policy and Legislation, Advanced understanding of Institutional Governance system and Performance Management, Operational financial management, Ethics and values in financial management, Financial and performance reporting, Risk and change management, Audit and assurance, Good knowledge of Supply chain Management Regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000), Ability to communicate and negotiate at all levels of government and with all relevant stakeholders</p> |
| Additional Requirement | <p>Registration with recognized professional body. Driver's license</p> |
| Core functions | <p>Report directly to the Municipal Manager on key departmental activities. Overall management of the Budget & Treasury Office/Department. Implement the Integrated Development Plan (IDP) as well as strategic goals of the Budget & Treasury Office/Department. Provide support and advice to the Municipal Manager and Council. Implement departmental Service Delivery Budget Implementation Plan (SDBIP). Develop and implement key strategic / business plans including Supply Chain Management, Revenue Management, Expenditure Management and Budget & Reporting. Prepare and implement municipal budget. Prepare annual financial statements and other mandatory financial management reports. Perform duties and functions delegated to the Chief Financial Officer by the Municipal Finance Management Act and as delegated by council and / or by the Accounting Officer. Manage Departmental budget, human resources & other resources in accordance with local government legislation and treasury regulations.</p> |

Applications, clearly indicating the post name can be hand-delivered to the Acting Director Corporate Services, 19 Kruger Street, Wolmaransstad 2630 OR posted for the attention of the Municipal Manager to Maquassi Hills Local Municipality, Private Bag X3 Wolmaransstad, 2630

Candidates will be subjected to disclose financial interest, to security vetting, to qualification verification, to signing of an employment contract, a performance agreement, to undergo a competency assessment and to achieve the minimum competency as per Regulation 495 dated 15 June 2007 within 18 months of appointment.

All applicants are required to complete the prescribed application form for employment. Non-submission of the prescribed application form, applications received after the closing date, applications to which the prescribed certified documents have not been attached to and applications submitted electronically or per facsimile shall be disqualified.

All applicants who are prescribed in terms of 57 A of Local Government Municipal Systems Act as amended in 2011 will not be considered.

Enquiries could be directed to Human Resources at (018) 065 0010 (P. Mogale) during office hours (08:00 – 16:30). The Municipality reserves the right not to make an appointment.

CLOSING DATE: 5 APRIL 2019

**VE. ZIKALALA
MUNICIPAL MANAGER**