



## **EXTERNAL ADVERT**

The Ntabankulu Local Municipality, which is situated in the Alfred Nzo region, is an equal opportunity employer and requires the services of the suitable qualified person to fill the following position. The recruitment and selection process shall be in line with the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers issued under GN 21 as published in Government Gazette No. 37245 of 17 January 2014. Appointed candidate shall be stationed in the main site of the Municipality.

**REMUNERATION:** (Total remuneration package will be paid as per the applicable Notice No. 43122 of 18 November 2022. Total Remuneration Packages to Municipal Managers and Managers Directly Accountable to the Municipal Manager).

**Total Remuneration Package: Minimum R827 289.00, Midpoint R919 210.00,  
Maximum R1 011 131.00**

### **1. COMMUNITY SERVICES DIRECTOR**

**TERM OF CONTRACT: Permanent (non-fixed)**

#### **MINIMUM REQUIREMENTS:**

- Matric
- Bachelor's degree in public administration/Social Sciences, Law or equivalent qualification relevant to the position
- Certificate Programme in Management Development for Municipal Finance (CPMD) as an added advantage. The incumbent will be compelled to complete the certificate within 18 months after signing of contract of employment
- A post graduate degree shall serve as an added advantage.
- Five years' experience in middle management level, in which 3-4 years must be at professional level/management level experience.
- Registration with the South African Council for Social Services Professionals (SACSSP) or similar recognized relevant professional body shall be an added advantage.
- Computer Literate in Ms Office with good communication skill

- Be in possession of valid driver's license Code EB.

### **Key Knowledge and Competencies**

- Good knowledge and understanding of relevant legislation and policy.
- 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
  - Parks, and Recreation Management, and
  - Waste Management
- Conflict Management and Problem Solving

### **Key Performance Areas**

The successful candidate will be responsible for:

- Compilation of the Departmental SDBIP, Monitor and Report on programme implementation.
- Ensure the development of appropriate strategies, policies and plans for all relevant areas.
- Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Community Services Departmental Structure
- Provide strategic leadership and planning for the department, Community Development Management
- Responsible for Public Safety, which amongst other things include Traffic Management, Law Enforcement and Security Management.
- Responsible for Management of Community Facilities e.g. Community Halls, Cemeteries, Sport fields, Libraries and other Municipal properties
- Responsible for Libraries management in general and the coordination of disaster management.
- Coordinate and monitor development of Community Sport and Social programmes.
- Productivity/performance and personnel management
- Evaluating the project management cycle
- Alignment, creating awareness, capacity, and relationship management in all stakeholder forums.
- Execute any other duties that may be assigned by the Municipal Manager.
- Enforcing compliance with all legal requirements and by-laws applicable within the Department.

## **2. DIRECTOR: DEVELOPMENT PLANNING**

**TERM OF CONTRACT: Permanent (non-fixed)**

### **MINIMUM REQUIREMENTS:**

- Matric
- A Bachelor of Science Degree in Building Science/Architect/ Bachelor's Degree in Town and Regional Planning, or Development Studies or equivalent qualification relevant to the position
- Certificate Program in Management Development for Municipal Finance (CPMD) as an added advantage. The incumbent will be compelled to complete the certificate within 18 months after signing of contract of employment.
- Registration with a relevant professional body would be an added advantage.
- Project Management Certificate or Diploma will also serve as an added advantage.
- Five years' experience in middle management level, in which 3-4 years must be at professional level/management level experience.
- Have a proven successful management experience in administration.
- A valid code EB driver's license

### **KEY PERFORMANCE AREAS**

- Overseeing and ensuring the effective planning, development, and management of Economic Development related projects
- Overseeing and implementing Local Economic Development Strategy to ensure economic upliftment of communities.
- Ensure investment promotion and marketing of Local Economic Development
- Ensure implementation of sector support programmes in agriculture, manufacturing, retail, and Tourism/heritage sector.
- Leading, directing, and managing the Directorate in an effective and efficient manner in order to ensure the attainment of the strategic objectives and goals.
- Development and management of policies and systems to ensure smooth running of day-to-day operations, procedures and processes that relate to all the above stated functions.
- Providing an advisory service to the senior management and council leadership regarding relevant policy and legislative issues to compliance.
- Compiling and managing the Directorates annual Capital and Operational Budget
- Preparing and submitting reports to the Municipal Manager and council committees

- Taking responsibility and managing Performance Management System of the Directorate
- Ensuring optimum utilization of council resources, leading and managing staff and related resources.
- Execute any other duties that may be assigned by the Municipal Manager.

**Key Competencies, knowledge, and skills.**

- Good knowledge and interpretation of relevant policy and legislation
- Good understanding of institutional governance systems and performance management
- Knowledge of Supply Chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Knowledge of spatial, town, and development planning, and
- Knowledge of geographical information systems

**3. CHIEF FINANCIAL OFFICER (CFO)**

**TERM OF CONTRACT: Permanent (non-fixed)**

**MINIMUM REQUIREMENTS:**

- B. Degree or equivalent in fields of Accounting/Finance/Economics
- A postgraduate qualification will be an added advantage
- Five years' experience in middle management level, in which 3-4 years must be at professional level/management level experience.
- Certificate Programme in Management Development for Municipal Finance (CPMD) as an added advantage. The incumbent will be compelled to complete the certificate within 18 months after signing of contract of employment
- Advanced Computer skills
- A code EB Driver's license is essential

**KNOWLEDGE AND COMPETENCIES:**

- Strategic capacity and leadership
- Financial management capabilities, especially budget management and municipal finance management
- Knowledge of MFMA, GRAP and GAMAP, Treasury regulations, DORA and Supply Chain Management is essential

- Extensive knowledge of local Government legislation, policies, regulations, standards and procedures including provisions of the MFMA
- Policy formulation, monitoring and evaluation
- Analytical ability
- Networking, interpersonal, negotiation, facilitation, and conflict management skills
- Good communication skills

#### **KEY PERFORMANCE AREAS:**

- Report directly to the Municipal Manager on key departmental activities
- Overall management of Budget and Treasury Office/ Department
- Implement the IDP as well as strategic goals of the Budget and Treasury Office
- Provide support and advice to the Municipal Manager and Council
- Implement departmental SDBIP
- Develop and implement key strategic /business plans including Supply Chain Management, Revenue Management, Expenditure Management and Reporting
- Prepare and implement municipal budget
- Prepare annual financial statements and other mandatory financial management reports.
- Perform duties and functions delegated to the CFO by the Municipal Finance Management Act (MFMA) and as delegated by council and/ or by Accounting Officer
- Manage departmental budget, human resource and other resources in accordance with local government legislation and treasury regulations
- Establish, operate and maintain support structures, processes, and systems
- Direct and control key deliverables and outcomes for the department
- Ensure legislative, policy, practices and operate standards compliance.

**Note:** All shortlisted candidates' Curricula Vitae, qualifications, IDs will undergo screening/verification and/or criminal records confirmation, then recommended candidates shall be subjected to competency assessments. The successful candidate will be required to sign employment contract, annual performance agreement as well as to disclose their financial interests.

Applicants must fill in the Senior Manager's application form obtainable in our website, and must be accompanied by application covering letter, a detailed CV, originally certified copies (not old than 3 months) of academic qualifications, identity document and driver's license, and other relevant certificates.

**Ntabankulu local municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender, and disabilities) in the municipality.**

The Municipality reserves the right not to fill the advertised position, if feels not satisfied with the candidates. If Applicants do not receive communication from the municipality within 90 days from the closing date of the advert, consider your application unsuccessful, as communication shall only be to the shortlisted candidates. Applicants shall be penalized for canvassing the municipal employees or Councillors or any stakeholder for appointment. Please forward all applications to: **Mr. M. Pinyana (Acting Municipal Manager), Ntabankulu Local Municipality, Private Bag X 504, Ntabankulu, 5130.** Or Applications may be hand delivered to the **Municipal Offices, HR Office, Erf 85 Main Street Ntabankulu.** Faxed or emailed applications will not be considered. Enquiries must be directed to. SN Ntlahla. Director Corporate Services) at 0392582440/0636816825. **Closing date: 19 June 2023**

**Issued by: Mr. M. Pinyana Acting Municipal Manager.**