



# Okhahlamba Local Municipality

## VACANCIES

Okhahlamba Local Municipality (with its seat in Bergville), an equal opportunity, affirmative action employer, invites suitably qualified candidates to apply for the following Senior Management positions. Okhahlamba Local Municipality is one of the local Municipalities within uThukela District in KwaZulu-Natal and it consists of the following towns: Bergville, Winterton, Geluksberg and Cathkin.

### THESE ARE 5-YEAR FIXED TERM CONTRACT APPOINTMENTS

**Remuneration for all posts: Total all inclusive package is in terms of the Gazette for upper limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers. The appointed candidate has to sign a performance agreement for a period of 5 years.**

#### CHIEF FINANCIAL OFFICER

**Requirements:** •An appropriate recognised three-year Bachelor's degree in Accounting, Economics or related fields •5 years experience at senior management level coupled with necessary relevant experience and competencies in the Municipality •At least 5 years sound and solid financial management experience in a municipal environment as an advantage •Good and strong leadership skills are essential •Extensive knowledge of the Municipal Finance Management Act (MFMA), Municipal Systems Act, Municipal Structures Act, Municipal Property Rates Act, Labour Relations Act, Skills Development Levies Act and other Municipal laws •Proven ability to communicate and negotiate in all levels •Knowledge and commitment to Clean Audit by 2014 Campaign •Computer literacy and fluent in both English and IsiZulu •Knowledge of applicable **accountable** standards and ability to prepare Annual Financial Statements •Experience in auditing in a similar position on other municipality levels will be an added advantage •Compliance with the MFMA: Minimum Competency Levels in unit standards as per Government Notice No. R493 of Gazette No. 29967 of 15 June 2007 •A person who does not meet the minimum competency levels in unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.

**Competencies: Generic Management Competencies:** •Strategic capability •Programme and Project management •Financial management •Change management •Service Delivery Innovation •Knowledge management •Problem solving and Analytical thinking •People and Diversity management •Client orientation and Customer focus •Communication •Accountability and Ethical conduct. **Knowledge:** •Strategic Financial and Performance management •Operational Financial management •Supply Chain Management •Audit and accountability •The Constitutional requirements for Local Government and Local Government legislation •Local Government powers and functions, including the assignment of national and provincial functions •Developmental Local Government •Performance management and reporting •Sophisticated understanding of the global, national and regional context in which the Municipality operates •Sophisticated understanding of the local, regional national and international political context •Legislation, policy and implementation •Expert knowledge in more than one functional field/discipline. **Skills:** •Analytical thinking •Policy conceptualisation and implementation •Conflict management •Risk and change management •Mediations skills •Diversity management •Strategic leadership and management •Project management •Governance, ethics and values.

**Key Performance Areas:** •The incumbent will be responsible for the development of an economical, effective, efficient and accountable administration in accordance with the policy directions of the Council •Compile Financial Statements •Compile annual budget as per Municipal Standard Chart of Accounts (mSCOA) •Manage all revenue and expenditure of the Municipality •Comply with all revenue and expenditure •Comply with all applicable policies and procedures •Ensure implementation of the MFMA •Advise the Accounting Officer and Council in terms of the MFMA and all legislation pertaining to finance •Manage revenue, debt collection, financial risk, budget and Treasury to ensure that the Municipality complies with all legislation pertaining to Financial Management •Administration of the Municipality's bank accounts and in the preparation and implementation of the Municipality budget •Ensure the development and implementation of programmes and strategies that will ensure effective and sustainable financial performance •Report all financial matters to Council and other Government institutions •Ensure sound management of the staff of the finance department •Assist the Mayor with the preparation of budgets and drafting of financial policies •All other matters as prescribed in the MFMA and Property Rates Act as well as other legislation having an impact on Local Government.

**Responsibilities:** •Manage and control all financial functions of the Municipality which includes, inter alia, the administration of the budget, advising the Municipal Manager on the exercise of powers and duties assigned to the Municipal Manager in terms of the MFMA, assisting the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the Municipality's budget •Advising Senior Managers and other Senior Officials in the exercise of powers and duties assigned or delegated to them in terms of Sections 78 or 79 of the MFMA, respectively •Perform duties such as budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management as well as review other duties as may be delegated to him/her by the Accounting Officer in terms of Section 79 of the MFMA •Develop a medium term financial framework within which Council can operate •Provide a framework for financial accountability and ensure that it is applied effectively •Manage and control the auxiliary support services so that there are efficient and effective financial systems in place.

#### DIRECTOR: SOCIAL AND LOCAL ECONOMIC DEVELOPMENT

**Requirements:** •An appropriate Bachelor's degree in Social Science / Public Administration / Law or equivalent •5 years relevant experience at middle management level and must have proven successful institutional transformation within the public or private sector •Municipal management experience will serve as an advantage •Extensive knowledge of and appropriate working experience in all or one of the fields of Road Safety, Disaster Management, Library, Tourism, LED and information services, special programmes and community issues as well as recreational facilities •Leadership skills and the ability to influence others, drive, enthusiasm, sound communication skills in all major languages spoken in the Okhahlamba Municipality area and the ability to build a positive relationship with all concerned •Sound knowledge of Local Government and the Rural Environment will be an added advantage •Liaison with other spheres of Government to ensure co-ordination in various social and community issues •Compliance with the MFMA: Minimum Competency Levels in unit standards as per Government Notice No. R493 of Gazette No. 29967 of 15 June 2007 •A person who does not meet the minimum competency levels in unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.

**Competencies:** •Good knowledge and understanding of relevant policies and legislation •Good knowledge and understanding of institutional governance systems and performance management •Understanding of council operations and delegation of powers, as well as Cemetery management, Public safety, and Parks and recreation management •Computer literacy •A valid driver's licence.

**Key Performance Areas:** •Accountable for the overall planning, implementation and optimisation of all activities and support required in terms of the Integrated Development Plan •Leading, directing and managing staff within the functional area so that they are able to meet their objectives •Employment Equity Strategy •Monitoring and controlling the budget for the Department so that expenditure is in line with Council requirements •Preparing and submitting reports to the Municipal Manager and relevant Committees so that they are informed of the issues relevant to the Social and Community Services Department.

**Responsibilities:** •As Head of the Social and Community Services Department, the incumbent will be responsible for preparing, controlling and implementing the Integrated Development Plan (IDP) as well as strategic goals of the Community Services Department (parks, cemeteries, cleansing services) •Develop special programmes strategy; and environmental affairs, together with Protection Services, Libraries and Tourism, LED •Develop with regions and network with all levels of Government so that Community Services strategies, policies, programmes and services are in line with National and Provincial Departments •Responsible for Environmental Management in General Parks and Gardens and Sport Development •Responsible for Libraries and Social Services •Responsible for Public Participation and Sukuma Sakhe •Execute other duties or functions that may be assigned by the Municipal Manager •Manage Public Safety.

**S.D. Sibande - Municipal Manager**

#### DIRECTOR: CORPORATE SERVICES

**Requirements:** •An appropriate Bachelor's degree in Public Administration / Management Sciences / Law or equivalent •5 years experience at middle management level and must have proven successful management experience in administration •Compliance with the MFMA: Minimum Competency Levels in unit standards as per Government Notice No. R493 of Gazette No. 29967 of 15 June 2007 •A person who does not meet the minimum competency levels in unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.

**Competencies:** •Good knowledge and understanding of relevant policies and legislation •Good knowledge and understanding of institutional governance systems and performance management •Good knowledge of corporate support services, including: Human capital management; Legal services; Facilities management; Information communication technology; and Council support •Good knowledge of supply chain management regulations and Preferential Procurement Policy •Good governance •Labour Relations Act and other related prescripts •Computer literacy •A valid driver's licence.

**Key Performance Areas:** •Overall management of the Corporate Services Department •Implement the Integrated Development Plan of the Corporate Services Department •Manage Departmental budget, human resources and other resources in accordance with Local Government legislation and Treasury Regulations •Manage the efficient provision of municipal services •Establish, operate and maintain support structures, processes and systems •Direct and control key deliverables and outcomes for the Department •Liaise with internal and external stakeholders •Facilitate stakeholder participation and involvement •Developing and monitoring the implementation of Departmental policies and By-laws.

**Responsibilities:** •Overall responsibility of implementing PMS within the Department •Exercising any other functions allocated by the Municipal Council or Municipal Manager and develop and monitor systems, policies and processes to ensure correct working operations and practices •Direct the development of a human resource strategy in order to meet the vision and strategic objectives of the Municipality •Implement the strategic plan of the Municipality through the effective development and monitoring of the SDBIP •Develop and monitor the implementation of policies •Monitor the implementation of the WSP, HR and EE Plan •Ensure compliance with relevant labour legislation and SALGBC Agreements •Ensure efficient records management in terms of National Archives and Records •Manage Council Committees and sub-committees •Manage Municipal ICT.

#### DIRECTOR: TECHNICAL SERVICES

**Requirements:** •An appropriate Bachelor's degree in Engineering / B.Tech. Engineering or equivalent •Registration as a Professional Engineer with the Engineering Council of South Africa is a prerequisite •5 years experience at middle management level, or as project/programme manager •Extensive practical experience in Engineering, Municipal Infrastructure such as roads, bridges etc., Local Government and understanding of challenges facing Local Government including project management •Proven ability to communicate and negotiate in all spheres and levels of Government •Knowledge of Municipal Infrastructure funded programmes and reporting thereof •Proven ability to manage and implement extensive infrastructural development programmes across a vast rural area •Communication and report writing skills and ability to communicate in IsiZulu will serve as an advantage •Compliance with the MFMA: Minimum Competency Levels in unit standards as per Government Notice No. R493 of Gazette No. 29967 of 15 June 2007 •A person who does not meet the minimum competency levels in unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.

**Competencies:** •Good knowledge and understanding of relevant policies and legislation •Good knowledge and understanding of institutional governance systems and performance management •Extensive knowledge of the public office environment •Ability to formulate engineering master planning, project management and implementation •Registration with a recognised relevant engineering professional body •Computer literacy •A valid driver's licence.

**Key Performance Areas:** •Ensure that settlement partners within the Okhahlamba Municipal area are sustainable and are service delivery oriented •Ensure that all Council operations are influenced by IDP and Budget •Be accountable for overall planning, implementation and optimisation of all Council Infrastructural and Technical related projects •Leading and managing the staff within the functional area so that they are able to meet their objectives •Controlling, monitoring and implementing the budget for the department so that the budget is in line with Council requirements and objectives •Preparing and submitting reports to the Municipal Manager, EXCO, Council and relevant standing committees •Full competency according to the Treasury Regulations and not holding any political office in a political party whether in a permanent, temporary or acting capacity.

**Responsibilities:** •Management and co-ordination of the provision of services to local communities in a suitable and equitable manner including, but not limited to, provision of project management within the Council and manage a labour force to undertake the maintenance of roads, storm water, sewerage, housing, electricity, building projects and maintenance of infrastructure •Provide reports to Council •Manage consultants and contractors working on projects •Implementation of National Building Regulations •Fleet maintenance, mechanical engineering and monitoring the implementation of IDP •Control of Municipal vehicles and equipment •Implement the Occupational Health and Safety Act •Report writing to Municipal Manager, Committees, EXCO and Council •Managing the overall departmental performance.

**NOTE:** Qualifications and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks including competency assessments. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidates will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interests.

**Enquiries in respect to the above positions should be directed to the Municipal Manager, Mr S.D. Sibande, tel. 036 448 8000 during office hours (no faxes are allowed).**

**PLEASE NOTE: Candidates are required to complete the prescribed "Annexure C" application form as per Government Gazette No. 37245 of 17 January 2014 which is obtainable from all Municipalities and at <http://www.gpwonline.co.za> or [www.gpwonline.co.za](http://www.gpwonline.co.za) (failure to do so will result in the application being disqualified). Certified copies (not older than 3 months) of academic qualifications and a detailed CV must accompany your application and be sent to: The Municipal Manager, Mr S.D. Sibande, Okhahlamba Municipality, P.O. Box 71, Bergville, 3350.**

**THE CLOSING DATE FOR APPLICATIONS IS 21 SEPTEMBER 2017 AT 12H00.** The Municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant. If no reply to your application has been received within 30 days of the closing date, you should consider your application as being unsuccessful. Candidates will be required to disclose all financial interests and will be subjected to competency assessments. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act and will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.