



RE-ADVERTISEMENT
(candidates who applied previously must re-apply)

Mohokare Local Municipality is situated in the Xhariep District with the head office in Zastron in the Free State Province. It subscribes to Employment Equity and Affirmative Action, Applications are hereby invited from suitably qualified and experienced candidates to apply for the following vacant positions which reports directly to the Municipal Manager.

DIRECTOR CORPORATE SERVICES

CONTRACT: Five (5) years fixed term performance based employment contract.

SALARY: all- inclusive remuneration package of between R811,416 (minimum), R911,704 (midpoint), R1 011,991 (maximum) as per Government Gazette No 42023 of 08th November 2018.

Qualifications: A Bachelor degree in Public Administration/ Management Sciences/ Law or equivalent.

Requirements/Experience: • 5 years' experience at middle management level; • Have proven successful management experience in administration.

• Computer literacy and a valid driver's licence.

Knowledge: • Good knowledge and understanding of relevant policy and legislation;

• Good knowledge and understanding institutional governance systems and Performance Management; • Good knowledge of corporate governance support service including:

o Human Capital Management; o Legal Services;

o Facilities Management; o Information

Communication Technology; and Council Support

• Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);

• Good Governance;

• Labour Relations Act, and other Labour Relations Prescripts;

• Legal background and Human Capital Management; and

• Knowledge of coordination and oversight of all specialised support functions.

Added Advantage: Registration with a recognised relevant professional body will serve as a strong recommendation.

Key performance areas: Development, implementation and management of strategic goals, policies, procedures and plans for the Directorate aligned with municipal strategic goals, Lead and manage staff within the Department to enable them to meet their objectives, provide advisory role to Council regarding aspects falling within the scope of work and carry out Council decisions. Lead and manage the legal section so that the Council is proactively protected and that by-laws and other legal documents are suitably drafted, Providing legal advice and administration services, Lead and manage the Secretariat Services so that the Council is provided with an effective committee service, its resolutions are executed and that general council administration operates efficiently; overseeing the implementation of the Labour Relations Acts, BCEA, of Employment Equity and Skills Development Acts, Collective Agreements. Providing strategic Human Resource direction, advice and liaison services to management and overseeing records management.

DIRECTOR TECHNICAL SERVICES

CONTRACT: Five (5) years fixed term performance based employment contract

SALARY: all- inclusive remuneration package of between R811,416 (minimum), R911,704 (midpoint), R1011,991 (maximum) as per Government Gazette No 42023 of 08th November 2018.

Qualifications: A Bachelor of Science degree in Engineering/ B. Tech: Engineering; or equivalent.

Requirements/Experience:

• Five 5 years' experience at middle management level or as programme/project manager;

• 3-4 years must be at professional/management level engineering management experience.

• Computer literacy and a valid driver's licence.

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; and

• Must be able to formulate engineering master planning, project management and implementation.

Added Advantage: Certificate of competency as required in terms of the General Machinery Regulations, 1988; or Registration with a recognized relevant engineering professional body will be an added advantage.

Key Performance Areas: Formulate and provide strategic direction in various engineering matters and report to the municipal manager for the enhancement of service delivery. Motivate for the funding of engineering related projects, projects costing and management. Liaise with national and provincial government departments. Align departmental plans and objectives with the municipal integrated development plan and strategic objectives. Assist the accounting officer to achieve corporate targets to the provision of rendering service delivery to the local municipality. Participate in preparing the

integrated development plan of the municipality. Prepare reports to Portfolio committees, Executive committee and council. Attend to human resources and administrative matters of the department, responsible for performance management of the department. Plan and implement infrastructure funding from different sources. Responsible for the implementation of grants such as MIG, RBIG, WISG etc. Coordinate and manage water, sanitation, electricity and roads projects. Advise council of new developments on infrastructure and service delivery. Manage Maintenance of municipal infrastructure.

CHIEF FINANCIAL OFFICER

CONTRACT: Five (5) years fixed term performance based employment contract

SALARY: all- inclusive remuneration package of between R811,416 (minimum), R911, 704 (midpoint), R1011,991 (maximum) as per Government Gazette No 42023 of 08th November 2018.

Qualifications: A Bachelor's degree or B.Tech in Accounting/NQF Level 6 in the field of Accounting, Finance or Economics or Chartered Accounting SA.; Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or Equivalent Qualification;

Requirements/Experience: Minimum of 5 years' relevant experience at middle management level; The appointed candidate must be in possession of a valid driver's licence and a suitable vehicle for proper performance of his/her functions and discharge of duties; Willingness to work irregular hours with extensive travelling; Compliance with limitation of political rights as contained in Municipal Systems Amendment Act, No 7 of 2011.

Added Advantage: A post-graduate degree or relevant NQF Level 7, MFMP qualification and registration with a relevant professional body will serve as a strong recommendation

Knowledge: Comprehensive knowledge and understanding of Municipal Finance Management Act, Treasury regulations and other legislation including proven experience in its application; Good practical knowledge of Municipal Property and relevant regulations; Knowledge of GRAP (Generally Recognised Accounting Practices); Track record in preparations and management of strategic plans, business plans and budgeting; An excellent track record in the implementation and maintenance of sound financial system; The ability to work under pressure; Computer literacy; Knowledge and understanding of computerized financial system, spreadsheet, databases and word Processing

Skills and competencies: Strategic leadership and management; Strategic financial management; Operational financial management; Financial and performance reporting; Risk and change management; Project Management; Legislation and policy implementation; Audit and Assurance; Supply Chain Management; Governance, ethics and values in financial management.

Key Performance Areas: Planning, organizing and controlling all activities of the Finance Department. Perform all delegations by the Accounting Officer in terms of MFMA, and any other duties or functions that may be assigned by the Accounting Officer of the municipality. Managing, planning, organizing, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as Supply Chain Management. Contributing to strategic planning and budget alignment and reporting to executive and management team; Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA; Assist the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the municipalities budget; and financial statements; Advise Senior Managers and other senior officials on the exercise of powers and duties assigned to them in terms of Section 78 or delegated to them in terms of Section 79 of the MFMA; Perform budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may be required in terms of section 79; Develop a medium term financial framework within which Council can operate, control the auxiliary support services so that there are efficient and effective financial systems in place.

DIRECTOR-COMMUNITY SERVICES

CONTRACT: Five (5) years fixed term performance based employment contract.

SALARY: all- inclusive remuneration package of between R811,416 (minimum), R911,704 (midpoint), R1011, 991 (maximum) as per Government Gazette No 42023 of 08th November 2018.

Qualifications: A recognised Bachelor's Degree in Social Sciences/Public Administration/Law; or equivalent.

Requirements/Experience: • Five (5) years' experience in middle management level; and

• Have proven successful institutional transformation within public or private sector.

• Computer literacy and a valid driver's licence.

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 – o Health service management; o Cemetery management; o Public safety; and o Parks and recreation management

Added Advantage: Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body will serve as a strong recommendation.

Key Performance Areas: Report directly to the Municipal Manager on key departmental activities.

Overall management of the community services department. Manage the entire Community and Social Services Directorate and provide advice on Local Government Legislative Prescripts. Develop strategies that enhance service delivery in the municipality and promote good relations and participation of beneficiaries. Implement the integrated development plan as well as strategic goals of community services department. Responsible for all assets, income and expenditure related to Directorate. Ensure that municipal services within area of responsibility are provided to the local community in an equitable manner taking into consideration quality cost and time. Develop and implement the Directorate SDBIP, lead and direct staff to ensure implementation. Understanding legislations related to parks and recreation, cemeteries, traffic management, disaster management, human settlement and social and waste management. Enforcing compliance will all legal requirements and by-laws applicable within the department. Responsible for human settlement, law enforcement and security management.

PLEASE NOTE: Applications for the above vacant posts must be submitted on an official application form, available on the municipal website (www.mohokare.gov.za) or from Mohokare Local Municipality offices in Zastron, Smithfield and Rouxville, accompanied by detailed curriculum vitae with certified copies of ID and qualifications not longer than three months. No applications will be considered if it is not on the official application form; It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof; Short-listed candidates will be subjected to reference checks, current /previous employer, cases of misconduct, criminal record check and signing of indemnity form; Recommended candidates will be subjected to a competency based assessment over 2 days prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of January.

The appointed candidates will be stationed in Zastron (Head Office); Council reserves the right to place and move candidates anywhere in the municipality; Successful candidate will be required to sign employment contract on or before assumption of duty, a performance agreement within 60 days of appointment and disclosure of financial interest; If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application is unsuccessful; The successful candidates will report directly to the Municipal Manager;

A written confirmation will be required from successful candidates that they do not hold political office at the date of appointment; The municipality reserves a right not to appoint any applicant to this position; No late, faxed or e-mailed applications will be accepted. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. The above appointments will be made in compliance with the provisions of Sections 56 & 57 of The Local Government: Municipal Systems Amendment Act 7 of 2011 read with the Regulations on Appointment of Senior Managers No. 37245 of 17 January 2014.

Please forward your application to:
The Municipal Manager: Mr. S. Selepe,
Mohokare Local Municipality,
P.O. Box 20, Zastron, 9950
Closing Date: 20 December 2018

Enquiries: The Municipal Manager
Tel: 051 673 9600 during office hours.

MR. S. SELEPE
MUNICIPAL MANAGER