

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 year performance based contract.

SALARY: all inclusive remuneration package of between R726 954 (minimum), R816 803 (midpoint), R906 651 (maximum) as per Government Notice no 40118 of 04th July 2016.

Qualifications:

B degree in Public Administration/ Management Sciences/ Law or relevant qualification, extensive and practical Knowledge of Local Government will be an added advantage. Must meet the competency levels for senior managers as published per Government Gazette no 29967 dated 15 June 2007 are essential.

Requirements:

5 years' experience at Senior Management level preferably in local government and have proven successful management experience in administration; knowledge of local government legislation, ability to provide strategic innovative and visionary leadership, ability to communicate and negotiate at all levels of government, computer literate and a Valid driver's licence .

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 year performance based contract.

SALARY: all inclusive remuneration package of between R726 954 (minimum), R816 803 (midpoint), R906 651 (maximum) as per Government Notice no 40118 of 04th July 2016.

Qualifications:

A Bachelor of Science degree in Engineering/ BTech: Engineering. The competency levels for senior managers as published per Government Gazette no 29976 dated 15 June 2007 are essential.

Requirements:

5 years engineering management experience at Senior Management level preferably in local government. Extensive knowledge of public office environment and ability to formulate and implement engineering master plans, and project management, computer literate and valid drivers licence.

Added Advantage:

Certificate of competency as required in terms of the General Machinery Regulations 1998 or the registration with relevant engineering body.

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 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, WSIG 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 year performance based contract.

SALARY: all inclusive remuneration package of between R726 954 (minimum), R816 803 (midpoint), R906 651 (maximum) as per Government Notice no 40118 of 04th July 2016.

Qualifications:

A recognised B degree in Accounting or Economics or related fields. Certificate in Municipal Financial Management Programme is required as per the National Treasury Minimum Competency Level Regulations

Requirements:

5 years relevant experience at Senior Management level preferably in local government. Extensive knowledge of legislation procedures and processes pertaining to Local Government Finance including the provisions of the Municipal Finance Management Act. Strategic leadership and people management capabilities, computer literate and Valid driver's licence.

Added Advantage:

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

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.

N.B:

- 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 a detailed curriculum vitae with certified copies of ID and qualifications not older than three months. **No applications will be considered if it is not on the official application form.**
- The appointed candidates will be stationed in Zastron (Head Office); Council reserves a 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 and also to undergo security vetting.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof.
- If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application is unsuccessful.
- Shortlisted/ recommended candidates will be subjected to a competency based assessment over 2 day's prior appointment.
- 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, faxes or e-mailed applications will be accepted.

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.

Benefits: Performance bonus in terms of Council's Performance Management System.

Conditions: In terms of Government Gazette No. 37245 of 17 January 2014

Please forward your application to:

The Acting Municipal Manager: Mrs. L.V. Nqoko-Rametse
Mohokare Local Municipality
P.O. Box 20
Zastron
9950

Closing Date: 17 July 2017

No late, faxed or e-mailed applications will be accepted.

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

**MRS L.V. NQOKO-RAMETSE
ACTING MUNICIPAL MANAGER**