



VACANCIES

Letsemeng Local Municipality comprises of the following towns; Koffiefontein, luekhof, Oppersmansgronde, Petrusburg and Jacobsdal. It subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the Municipality are situated at Koffiefontein; which is 135 km south of Bloemfontein. To this end, and in line with the Local Government: Systems Amendment Act, No. 7 of 2011, Section 56 the Municipality seeks to fill the following vacant and strategic positions:

DIRECTOR: COMMUNITY SERVICES

SALARY:

- R660. 487 – R807. 262 total cost to employer.
- The pay scale will be determined by competence in line with Notice that the Minister published in the Government Gazette which effectively sets upper limits on the remuneration packages to be paid.

REQUIREMENTS:

- Bachelor Degree in Social Sciences/Public Administration/Law; or equivalent.
- A Certificate in Municipal Financial Management Programme and/or Registration with the South African Council for Social Services Professionals (SACSSP), or similar recognized relevant professional body will add as an advantage.

COMPETENCIES:

- Generic management competencies, strategic capability, Programme and Project 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** Performance management,
- Operational financial management,
- The Constitutional requirements for local government and local government legislation,
- Local government powers and functions, including assignment of national and provincial functions,
- Developmental local government,
- 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** in Analytical thinking,
- Policy conceptualization and implementation,
- Conflict management,
- Risk and change management,
- Mediations skills,
- Diversity management,
- Strategic leadership and management,
- Project management,
- Governance, ethics and values.

RESPONSIBILITIES:

- Responsible for provision of recreational and sporting facilities, arts and cultural facilities;
- Provide Solid Waste Management Services,
- Integrated environmental management services,
- Cemetery management services and cleansing services that are sustainable,
- Accessible and affordable to all communities within Letsemeng Local Municipality,
- Within the framework of legal standards and regulations;
- To ensure public safety of the community by preventing and protecting public from dangers affecting safety such as disaster.
- Lead and provide guidance on institutional governance systems,
- Performance management and relevant policies and legislations.

CHIEF FINANCIAL OFFICER

SALARY:

- **R660. 487 – R807. 262** total cost to employer.
- The pay scale will be determined by competence in line with Notice that the Minister published in the Government Gazette which effectively sets upper limits on the remuneration packages to be paid.

REQUIREMENTS:

- A recognised three year B degree in Accounting or Economics or related fields.
- Minimum 5 years' experience at senior management level. Certificate in Municipal Financial Management Programme will add as an advantage.

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** of 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 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** in Analytical thinking,
- Policy conceptualization and implementation,
- Conflict management, Risk and change management,
- Mediations skills,
- Diversity management,
- Strategic leadership and management,
- Project management,
- Governance, ethics and values.

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 framework for financial accountability and ensure it is applied effectively,
- Manage and control the auxiliary support services so that there are efficient and effective financial systems in place.

DIRECTOR: TECHNICAL SERVICES

SALARY:

- **R660. 487 – R807. 262** total cost to employer.
- The pay scale will be determined by competence in line with Notice that the Minister published in the Government Gazette which effectively sets upper limits on the remuneration packages to be paid.

REQUIREMENTS:

- Bachelor of Science Degree in Engineering / B Tech: Engineering; or equivalent. Certificate of competency as required in terms of the General Machinery Regulations,
- 1988 or Registration with recognized relevant engineering professional body.
- Five years working experience at middle management level or as programme/project management
- Three to four years must be at professional/management level engineering management experience.
- Certificate in Municipal Financial Management Programme will add as an advantage.

COMPETENCIES:

- Generic management competencies, strategic capability,
- Programme and Project 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** of Strategic Performance management,
- Operational financial management,
- The Constitutional requirements for local government and local government legislation,
- Local government powers and functions,
- including 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** in Analytical thinking,
- Policy conceptualization and implementation,
- Conflict management, Risk and change management,
- Mediations skills,
- Diversity management,
- Strategic leadership and management,
- Project management,
- Governance, ethics and values.

RESPONSIBILITIES:

To oversee the rendering of civil engineering services, mechanical & technical maintenance services; rendering of electrical distribution and maintenance services; provision of water and waste water services; plan, organise, control and manage all technical related functions within the Department of Technical Services; manage the planning and the implementation process of approved projects (Project Management Unit); possess good knowledge and understanding of relevant policies and legislations, good understanding of institutional governance systems and performance management, extensive knowledge of the public office environment; and the incumbent must be able to formulate engineering master planning, project management and implementation.

APPLICATION FORM:

The standard application form is available for download on Letsemeng Local Municipality's website; www.letsemeng.gov.za. Shortlisted candidates will be subjected to a vetting process to determine suitability.

Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorize Letsemeng Local Municipality and/or its representatives to undertake the necessary confirmation/ certification of any information or documents in the curriculum vitae.

THE SUCCESSFUL CANDIDATE:

Will be stationed at the administrative offices of the Municipality as situated at Koffiefontein; which is 135 km south of Bloemfontein, but will be expected to regularly visit the towns that comprise the municipality.

He/ she will be expected to sign an employment contract, a performance agreement and disclosure of financial interest.

APPLICATIONS TO BE ADDRESSED TO: The Municipal Manager, Mr BA Mnguni, Letsemeng Local Municipality, Private Bag X3, Koffiefontein, 9986.

NOTE:

No faxed or emailed applications will be accepted.

The Municipality reserves the right to reference check all short listed candidates and to verify their qualifications.

The employer reserves the right not to fill these positions. Correspondence will be limited to short listed candidates only.

Applicants who have not been contacted within 30 days from closing date should consider their application unsuccessful.

All enquiries in this regard should be directed to: Director: Corporate Services, Mr T Deeuw; **Tel: 053 2059200**

Closing date of applications: 25 September 2015

**MR BA MNGUNI
MUNICIPAL MANAGER**