



INTERNAL / EXTERNAL ADVERTISEMENT

Address: 9 Muller Street East, P O Box 551 Bethlehem 9700 **Tel:** 058 303 5732 **Website:** www.dihlabeng.gov.za

A well established local municipality of integrity and a leader of best practices, Dihlabeng Local Municipality is a high performance organization, gearing itself to a World Class City, which offers challenge and opportunities to all its employees at all levels.

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with vision for appointment to the following positions. This is a fixed term employment contract for a period not exceeding one year after the election of a new council of the municipality as determined by **Section 57** of the Municipal System Act, **No 32** of 2000.

REF NO: 02/2016

SALARY: R1 050 307/ R1 242 967/ R1 435 627: The pay scale will be determined by competence.

CENTRE:

- Dihlabeng Local Municipality with its Head Office in Bethlehem

REQUIREMENTS:

- A recognised three year Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent. Minimum 5 years experience at senior management level.
- A postgraduate degree qualification will be a strong recommendation.
- A CPMD or MFMP Certificate will be a recommendation.

COMPETENCIES:

- Leading competencies, Strategic direction and leadership, Programme and Project management, Financial management, Change leadership, Governance leadership
- Service delivery management, Knowledge management, Problem solving and Analytical thinking, People and diversity management, Client orientation and customer focus, Communication, accountability and ethical conduct
- **Knowledge** and understanding of relevant policy and legislation;
- Advanced understanding of institutional governance systems and performance management; Advanced understanding of council operations and delegation of powers; Good governance;
- Budget and finance management Audit and risk management establishment and functionality; Local government powers and functions, including assignment of national and provincial functions
- **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 manger 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.

NOTE:

- Qualification and SA citizenship checks will be conducted on all short-listed candidates • Where applicable, successful candidates will be subjected to additional checks • It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) • The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement, disclosure of financial interest, and also undergo security vetting.

APPLICATIONS:

All applications must be submitted on Dihlabeng Local Municipality's application form which is available on www.dihlabeng.gov.za and must be accompanied by a detailed Curriculum Vitae and original certified copies of qualifications, identity document and driver's license not older than three months and must be sent to:

The Executive Mayor

Dihlabeng Local Municipality

PO Box 551

BETHLEHEM

9700

OR may be hand delivered to Dihlabeng Local Municipality, 9 Muller Street East, Bethlehem, Office No 104

NB:

- Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Council reserves the right to appoint or not appoint any candidate if in its view no suitable candidate could be found. Canvassing for appointment to the position and corroborating proof thereof will result in the disqualification of a candidate.

Candidates, who meet the above mentioned competencies, will be appointed. Candidates should note that some or all of the above mentioned competencies may at the discretion of the Council be formally assessed as part of the selection process.

If you have not been contacted within **30 days** after the closing date of this advertisement, please accept that your application was unsuccessful. **The Council will not pay traveling costs for attending interviews.**

Dihlabeng Local Municipality subscribes to the provisions of the Employment Equity Act, 1998 and applications from designated groups are specifically encouraged.

CLOSING DATE:

19 February 2016 at 16:30

ENQUIRIES:

Enquiries may be directed to **Mr T Posholi** at **058 303 5732** during office hours.

COUNCILLOR T M MOFOKENG

EXECUTIVE MAYOR

