

MASILONYANA LOCAL MUNICIPALITY

Internal Advertisement for only employees in the Employment of the Municipality



Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

1. OFFICE OF THE MUNICIPAL MANAGER

- MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER

The incumbent will be based in Theunissen. The incumbent will report directly to the Municipal Manager.

Requirements:

- Appropriate degree or diploma
- 3 years' management experience
- Experience in people and diversity management and business management skills
- In-depth knowledge of MFMA, MSA, Treasury Regulations and other Local Government laws and regulations.

Responsibilities:

- Ensure that the Municipality complies with all applicable legal and regulatory requirements and report to Senior Management and Council on a monthly basis
- Coordinate the functions of the IDP, PMS and LED Management units and develop and manage budgets of the above units
- Ensure finalisation and submission of the annual report, oversight committee report and IDP to the relevant stakeholders
- Prepare and submit the mid-year performance report as required by section 72 of the MFMA and prepare the performance review of the Municipality's service providers/contractors and report to the Municipal Manager and to the Council
- Coordinate the MPAC/Oversight Committee meeting and provide strategic support and advice to the committee and the Municipal Manager
- Manage and coordinate the day-to-day operations and activities of the Municipality

Salary: R260 963.81 p.a

- **CHIEF RISK OFFICER**

The incumbent will be based in Theunissen. The incumbent will report directly to the Municipal Manager.

Requirements:

- A minimum of a three year's B Degree in Risk Management/Internal Audit OR a Diploma with two years practical experience.

Responsibilities:

- Ensure that there is an approved Risk Management policy and strategy/plan in place;
- Ensure the existence of a Risk Register;
- Conduct risk assessment reviews and update the risk register regularly;
- Review the Risk Management Strategy/Plan regularly;
- Update the Internal Audit Unit on potential and emerging risks, Ensure that all documents are properly recorded and filed;
- Ensure the functionality of a Risk Committee;
- Supervise staff;
- Conduct Ad Hoc investigations and report on potential risks.

Salary: R214 153.21

2. CORPORATE SERVICES DEPARTMENT

Legal Services Section

- **ASSISTANT MANAGER LEGAL SERVICES:**

The incumbent will be based in Theunissen and will be responsible for the rendering of legal services to the entire municipality. The incumbent will report directly to the Manager Corporate Services.

Requirements:

LLB plus experience in the legal field. Experience in litigation will be an added advantage

Key responsibilities:

- Responsible for the provision of legal advice and assistance services in general, more especially with by-laws, contracts, labour law and litigation and the compilation and promulgation of by-laws;
- Sound knowledge of municipal laws.
- Coordinate and represent the municipality in legal-related matters as and when required;
- Represent the Municipality in the South African Local Government Bargaining Council and CCMA.

Salary: R287 060.13 p.a

Human Resources Section:

- ASSISTANT MANAGER: HR

The incumbent will be based in Theunissen and will be responsible for the management and rendering of Human Resource services to the entire municipality. The incumbent will report directly to the Manager Corporate Services.

Requirements:

- A diploma or degree in HR Management or equivalent qualification
- HR functional expertise and knowledge
- 2 years' generalist experience and 3 years' HR Management experience
- Experience in Local Government is recommended
- A valid driver's licence.

Key responsibilities:

- Manage and lead the HR function
- Provide HR support and advice to departments
- Oversee implementation of skills development plan and employment equity plan
- Enhance organisational performance and development through leadership development
- Address learning and development needs
- Ensure alignment of HR strategies and policies within the context of overall municipal strategic objectives and managing labour relations.

Salary: R260 963.81 p.a

- LABOUR RELATIONS PRACTITIONER:

The incumbent will be based in Theunissen.

Requirements:

- A relevant Diploma or Degree in Labour Relations
- Extensive experience in Labour Relations matters
- Sound knowledge of South African Labour laws and through knowledge of IR process, systems and procedures
- Extensive knowledge of dispute resolutions.
- A valid driver's licence.

Key responsibilities:

- Assume responsibility for all Labour Relations matters
- Implement disciplinary and grievance procedures
- Labour Relations information and advice
- Coordinate and participate in the Local Bargaining Council
- Represent the Municipality in the South African Local Government Bargaining Council/CCMA
- Develop and implement policies.

Salary: R214 153.21

Admin and Support Services (Committee Section)

- COMMITTEE CLERKS (2 POSTS)

There are two positions available and incumbents will be based in Theunissen.

Requirements:

- Matric;
- Must be computer literate;
- At least two years' experience.

Key responsibilities:

- Provide Secretarial support to various Sub Committees of the municipality and forums within the municipality by:
 - Referring the approved schedule of committee meetings and confirming/reporting deviations from plans with respect to catering requirements and or stationary and equipment needed for specific sessions to the immediate Supervisor.
 - Communication with Office Bearers to establish items for inclusion on the agenda and submission of investigation general reports and proposals supporting agenda items.
 - Circulate notification and agenda of committee meetings to members.
 - Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/discussions, proposals and recommendations and where needed, making available copies of correspondence, documents and reports to members of relevant committees.
- Perform administrative activities associated with preparation of documents and correspondence for circulation. by:

Salary: R93 880.08 p.a

3. DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING

- TOWN PLANNER:

The incumbent will be based in Theunissen and will be responsible for town planning services of the entire municipality. The incumbent will report directly to the Manager of Economic Development and Planning.

Requirements:

- Relevant 3 years qualification in Town/Regional Planning
- Registered as a Professional Planner with the South African Council for Town and Regional Planners will be an added advantage
- Knowledge and insight of PDA;
- Computer literate;
- Valid driver's license is a pre-requisite
- 3-4 relevant experience preferable in Local Government.

Key responsibilities:

- Manage key processes, applications and requirements related to Development Frameworks and Spatial Frameworks;
- Co-ordinate key requirements associated with formulation and/or review of the Integrated Development Plan;
- Analyse and evaluate the organisation performance against specific objectives and deliverables encapsulated in the plan;
- Evaluate and comment on statutory development application;
- Manage processes and procedures associated with provisions of a building inspectorate services;
- Control the implementation of procedures in respect to geographic data and information management processes;
- Disseminate functional information on the immediate, short and long term objectives and, current developments, problems and constraints;
- Co-ordinate specific administration and reporting requirements associated with key performance and result indicators of the functionality;
- Review and manage land use management system within town planning scheme.

Salary: R260 963.81 p.a

4 FINANCE DEPARTMENT

Revenue

- ASSISTANT MANAGER: REVENUE COLLECTION AND BILLING

The incumbent will be based in Theunissen and will be responsible for the management of Revenue collection and billing functions in the Municipality. The incumbent will report directly to the Chief Financial Officer.

Requirements:

- B Com Degree
- At least 5 years' experience in Municipal income environment or financial environment, of which 2 should be at a supervisory level
- Ability to work independently and to take decisions
- Report writing skills, computer literate, analytical skills, planning skills
- Ability to meet deadlines
- Knowledge of at least the Municipal Finance Management Act, Division Of Revenue Act , Municipal Systems Act , Municipal Structures Act, Property rates Act and GRAP.

Key responsibilities:

- Manage the revenue collection and billing section
- Ensure that operational procedures and policies are compiled and or updated regularly
- Provide timely, accurate and relevant financial management information to the C.F.O for the preparation of reports for management, Council, Province, etc.
- Ensure that the Revenue targets as indicated in the Service Delivery and Budget Implementation Plan are met
- Manage the operating and capital budget relating to the section
- Manage all debtors including handed over

- Ensure that the billing is done timeously and that all billing related queries are resolved timeously
- Implement an efficient revenue management system
 - Ensure compliance with relevant legislation
 - Assist with the compilation of GRAP compliant AFS in relation to revenue items
 - Respond to audit queries
 - All revenue collected is properly accounted for in the correct period
 - Assists in broadening the revenue base of the Municipality
 - Implement all applicable Policies, Acts and Council resolutions

Salary: R260 963.81 p.a

Expenditure

- SUPPLY CHAIN PRACTITIONER

The incumbent will be based in Theunissen and will be responsible for the management and rendering of supply chain processes and reporting in the municipality. The incumbent will report directly to the Chief Financial Officer.

Requirements:

- A recognized Degree/Diploma in Supply Chain Management
- 2-3 years relevant experience
- Computer literacy
- A valid driver's license is a prerequisite.

Key responsibilities:

- Manage and establish an effective demand Management System for the municipality
- Develop drafts, formulate and review policies, procedures, manuals and produce management reports related to Supply Chain Management
- Manage, monitor, recommend and keep a record of the procurement of goods and services below R200 000
- Manage and supervise staff in the Unit
- Assist the CFO with budget compilation, control and monitoring
- Respond and investigate tender and procurement complains
- Manage the compilation of service provider database of Professional Service Providers, General Service Provider and Contractors for the entire Municipality
- Manage internal support to departments on SCM and bidding issues
- Plan and monitor the Municipality's bidding process
- Manage the submission of statutory reports in terms of MFMA and SCM regulations
- Will report to the Chief Finance Officer

Salary: R235 902.53 p.a

5. INFRASTRUCTURE DEPARTMENT

Project Management Unit

- SENIOR TECHNICIAN

Requirements:

- An appropriate Diploma or Degree in Civil Engineering or Project Management
- A minimum of 3 years' experience in Project Management in a managerial position
- A broad understanding of municipal finance management process.

Responsibilities:

- The successful candidate will be responsible for the following:
- Technical support and evaluation of proposed projects aligned with the Municipal IDP;
- Management and labour-intensive projects in line with MIG/EPWP guidelines and the reporting requirement;
- Ensure compliance of all legal aspects and conditions, required from different spheres of government;
- Conduct site visits/meeting to ensure compliance with contract and business plan conditions;
- Manage cash flow and commitment on project expenditure;
- Checking of claims, tenders and monthly claim calculations;
- Verify payment certificate certificates and preparation of monthly payment schedule documentation;
- Maintain project performance data on national database;

Salary: R260 963.81 p.a

Water Services

- PROCESS CONTROLLER

The following vacancies are available.

Theunissen 1: Winburg 1: Brandfort 1

Successful candidates will be based in the units where they are appointed.

Requirements:

- Certificate in Waste Water Treatment or equivalent qualification
- Knowledge and relevant experience in Water Treatment
- A valid Code B Driver's license
- Registered or be able to register as a Class IV Process Controller with the Department of Water Affairs

- Willing to work shifts

Key responsibilities:

- Responsible for the effective and efficient operations of the waste water treatment process to purify waste water that is discharged to the Waste Water Treatment Plants, to meet the requirements of the permits issued according to the Water Act (Act 54 of 1956) and to operate the mechanical, electrical and electronic equipment as well as the civil structures on the relevant section of WWTW

Salary: R93 880.08

6. DEPARTMENT OF SOCIAL & COMMUNITY SERVICES

Waste Management:

The following positions are available in the waste management section;

- WASTE MANAGEMENT OFFICER

The incumbent will be based in Theunissen. The incumbent will be responsible for waste management function of the entire municipality and will report to the Assistant Manager Social & Community Services: Refuse, Parks Cemeteries and Community Facilities

Requirements:

- Must have a B-Degree or National Diploma in Waste Management or Environmental Management or a related field with at least 3 years relevant experience
- Must have a Code EB (Code O8) driver's licence
- Computer knowledge is essential
- Must have good knowledge of legislation governing waste management in South Africa, such as National Environmental Management Act, Waste Management Act, OHS Act, etc.

Key Responsibilities:

- Perform the duties of Waste Management Officer as prescribed by the Waste Management Act
- Co-ordinate and execute operational plans and procedures associated with the provision of a quality and efficient waste management service
- Ensure compliance with specific Acts governing waste management including policy and bylaws of the Municipality
- Monitor performance levels of contractors against specifications and scope detailed in municipal service partnership agreements with a view to identifying and correcting deviations or informing the immediate supervisor of serious breaches
- Establish and maintain a waste information database for the jurisdictional area

- Implement the recommendations of the Council approved Integrated Waste Management Plan [IWMP]
- Disseminate technical/operational information on outcomes, current developments, problems and constraints

Salary: R163 246.99

Law Enforcement

The incumbents will directly report to the Assistant Manager Social & Community Services: Housing, Law Enforcement, Safety, and Offices & Maintenance.

- LAW ENFORCEMENT OFFICER

The following vacancies are available.
Theunissen 1: Winburg 1: Brandfort 1

Successful candidates will be based in the units where they are appointed.

Requirements:

- Grade 12 and National Traffic Diploma;
- Code B Driver's Licence;
- Must be physically fit and healthy;
- Must be willing to work shifts, irregular hours and overtime;
- Key responsibilities:
- Enforce National Road Traffic Act to ensure road safety;
- Ensure community safety by enforcing municipal by-laws, policies and delegated National and Provincial legislation;
- Prevent crime and co-operate with other law enforcement authorities;
- Advise public on traffic laws and road safety;
- Remove illegal advertisements and sign boards;
- Inspect vehicles for roadworthiness, licenses and other offences;
- Take control of the municipality's fire arms, the safe keeping thereof in terms of legislation and is responsible for the keeping of all registers and related administration thereof;

Salary: R104 016.55

Enquiries can be directed to the Manager Corporate Services, Mr David Nthau at 057-7330106 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the collective conditions as may be amended from time to time.

Only interested suitable qualified and experienced persons that is currently in the employment of the Municipality can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Corporate Services offices in Theunissen.

Applications must be submitted in sealed envelopes clearly marked "Job application"

No e-mails, faxes or late submissions will be accepted.

Closing date for submission of CV's is 20 December 2013 at 16h00

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.

S.S. Mtakati
Municipal Manager