



MASILONYANA LOCAL 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:

OFFICE OF THE MUNICIPAL MANAGER

1. 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.

Requirements:

- BCom 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 and 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 CFO 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 handing 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 are 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.

DEPARTMENT OF CORPORATE SERVICES

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 bylaws, contracts, labour law and litigation and the compilation and promulgation of bylaws;
- 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 Resources 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.

DEPARTMENT OF FINANCE 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.

DEPARTMENT OF INFRASTRUCTURE

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/meetings 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 certificates and preparation of monthly payment schedule documentation;
- Maintain project performance data on national database;

Salary: R260 963.81 p.a.

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 conditions and in line with the collective conditions as may be amended from time to time.

Interested suitably qualified and experienced persons can submit their applications and detailed CVs 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 CVs is 30 August 2013 at 12:00

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**