



# **MASILONYANA**

## **MUNICIPALITY MASEPALA MUNISIPALITEIT**

**Masilonyana Local Municipality subscribes to Affirmative Action and Employment Equity, with its Head Office in Theunissen in the Free State Province, invites suitable candidates to apply for the following position:**

### **DIRECTOR: SOCIAL AND COMMUNITY SERVICES**

**CONTRACT: Five year performance based contract.**

**SALARY: All inclusive annual remuneration package: Minimum R811 416.00, Midpoint R911 704.00 and Maximum R1 011 991.00 as per Government Gazette Notice No 42023 of 08 November 2018**

Reporting to the Municipal Manager, the Director Community Services is a custodian of a Disaster Management, Parks and Cemeteries, Solid waste Management and Sports and Recreation. The position operates at a strategic level; the incumbent will assume overall responsibility for strategic direction and leadership of the Directorate.

#### **Minimum Qualifications**

- Bachelor's Degree in Social Sciences, Public Administration/Law; or equivalent;

#### **Experience Required:**

- At least Five (5) years' experience in middle management position in Local Government level; and
- Have proven successful institutional transformation within public or private sector.

#### **Skills and competencies:**

- Understanding of council operations and delegations of powers, as well as: Parks and Recreation management; Cemetery management, Public Safety, Disaster Management and Health Service Management;
- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills
- Excellent communication and report writing skills
- Extensive knowledge and understanding of local government-related legislations
- Knowledge and understanding of MS Word, Excel and PowerPoint
- A valid driver's license

#### **Added Advantage:**

- Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognized relevant professional body will serve as a strong recommendation.
- Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007

#### **Key Performance Areas**

- Manage the entire Community and Social Services Directorate and provide advice on Local Government legislative Prescripts.
- Strategic planning, organizing, lead and controlling all activities of the Directorate.
- Draft and control Directorate's activity based budget.
- Develop and implement the Directorate SDBIP, lead and direct staff to ensure implementation.
- Develop strategies that enhance service delivery in the municipality and promote good relations and participation of beneficiaries.
- Responsible for all assets, income and expenditure related to Directorate.
- Ensure that municipal services within area of responsibility are provided to the local community in an equitable manner taking into consideration quality cost and time.
- Consult the local community about municipal services within area of responsibility provided.
- Support municipal strategy.

## **DIRECTOR INFRASTRUCTURE AND TECHNICAL SERVICES**

**CONTRACT: Five year performance based contract.**

**SALARY: All inclusive annual remuneration package: Minimum R811 416.00, Midpoint R911 704.00 and Maximum R1 011 991.00 as per Government Gazette Notice No 42023 of 08 November 2018**

### **Qualifications:**

- A Bachelor of Science degree in Engineering/ BTech: Engineering; or equivalent;

### **Requirements:**

- 5 years' experience at middle management level, or as programme/project manager; and
- 3-4 years must be at professional/management level engineering management experience;
- Valid driver's license and computer literate;

### **Knowledge and skills:**

- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Must have extensive knowledge of the public office environment; and
- Must be able to formulate engineering master planning, project management and implementation.

### **Added Advantage:**

- Certificate of competency as required in terms of the General Machinery Regulations, 1988; or registration with a recognized relevant engineering professional body
- Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007

### **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, Executive committee and council.
- Attend to human resources and administrative matters of the department be 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 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 annual remuneration package: Minimum R811 416.00, Midpoint R911 704.00 and Maximum R1 011 991.00 as per Government Gazette Notice No 42023 of 08 November 2018**

### **Qualifications:**

- A Bachelor's degree, B Com in Accounting or B.Tech in Accounting/NQF Level 6,

### **Experience:**

- Minimum of 5 years' relevant experience at middle management level;
- The appointed candidate must be in possession of a valid driver's licence and a suitable vehicle for proper performance of his/her functions and discharge of duties; Willingness to work irregular hours with extensive travelling;

**Added Advantage:**

A post-graduate degree or relevant NQF Level 7, Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or Equivalent Qualification; registration with a relevant professional body will serve as a strong recommendation;

**Knowledge:**

Comprehensive knowledge and understanding of Municipal Finance Management Act, Treasury regulations and other legislation including proven experience in its application; Good practical knowledge of Municipal Property and relevant regulations; Knowledge of GRAP (Generally Recognised Accounting Practices); Track record in preparations and management of strategic plans, business plans and budgeting; An excellent track record in the implementation and maintenance of sound financial system; The ability to work under pressure; Computer literacy; Knowledge and understanding of computerized financial system, spreadsheet, databases and word Processing

**Skills and competencies:**

Strategic leadership and management; Strategic financial management; Operational financial management; Financial and performance reporting; Risk and change management; Project Management; Legislation and policy implementation; Audit and Assurance; Supply Chain Management; Governance, ethics and values in financial management

**Key Performance Areas:****Strategic Leadership and Management:**

- The ability to contribute to service delivery system of a complex nature and manage the achievement of Municipality Strategies and goals.
- The ability to formulate and influence short-medium and long-term service delivery plans to deliver on Municipal Strategies and goals.
- The ability to provide supportive leadership to the accounting Officer and Senior Management team. The ability to develop and maintain strategic alliances with various stakeholders.

**Strategic Financial Management**

- The ability to guide the management of an effective, economic and efficient finance function, supported by effective financial management policies and practices. The ability to forecast Revenue and Expenditure and assessing the impact thereof on a Municipality's financial position and performance.

**Operational Financial Management**

- The ability to maintain sufficient working capital (Cash flows/short-term liquidity) to meet the needs of the Municipality. The ability to manage the budget preparation and implementation process and provide technical expertise in this regard.

**Financial and Performance reporting**

- The ability to implement and manage the financial reporting process of the municipality.
- The ability to implement and manage the performance reporting process of the Municipality.

**Risk and change management**

- The ability to understand risk and guide the management of risk for the municipality within the area of responsibility.
- The ability to guide the management of change for the municipality within the area of responsibility.

**Project Management**

- The ability to provide direction and guide project management within the area of responsibility.
- **Legislation, Policy and Implementation**
- The ability to support and contribute to the formulation of policy and By-laws by the Municipal Council. The ability to implement, manage and oversee the implementation of legislation and policy within the area of responsibility.
- **Stakeholder's relations**
- Within the area of responsibility, the ability to guide, establish and maintain appropriate stakeholders relations.

**Supply chain Management**

- The ability to manage and oversee a fair, equitable, transparent, competitive and cost effective Supply chain Management function.
- The ability to manage the Supply chain management functions.

## **Audit and Assurance**

- The ability to support the audit process in order to obtain the optimum level of assurance from the Auditor General.

## **Please note:**

- Applications for the above vacant posts must be submitted on an official application form, available on the municipal website ([www.masilonyana.fs.gov.za](http://www.masilonyana.fs.gov.za)) or from **Masilonyana Local Municipality offices in Theunissen**, accompanied by detailed curriculum vitae with certified copies of ID and qualifications. **No applications will be considered if it is not on the official application form.**
- Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof.
- Shortlisted candidates will be subjected to a qualification verification and competency based assessment over 2 day's prior appointment and to also undergo security vetting.
- Successful candidates 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 annually within 30 days of the beginning of the financial year.
- The appointed candidates will be stationed in Theunissen (Head Office); Council reserves a right to place and move candidates anywhere in the municipality.
- The above appointments will be made in compliance with the provisions of section 56/57 of the Local Government: Municipal System Act 32 of 2000.
- The successful candidates will report directly to the Municipal Manager
- Applications will not be acknowledged, if you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application is unsuccessful.

Interested persons meeting the above-mentioned requirements are requested to complete annexure C form as stipulated on the Local Government regulations: Municipal Systems Act (Act No 32 of 2000) as amended that is accessible on the following website : [www.masilonyana.fs.gov.za](http://www.masilonyana.fs.gov.za)

Detailed applications and comprehensive C.V, accompanied by recently certified copies of qualifications must be addressed to:

**The Municipal Manager: Mr. P.S Tsekedi, Masilonyana Local Municipality, P.O. Box 8/Corner Le Roux Street, Theunissen, 9410. No late, faxes or e-mailed applications will be accepted.**

**NB: No travelling allowance will be paid to any candidate invited for interviews. The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found.**

Enquiries: Director Corporate: Mr. VE Rajuili  
Contact: 057-733 0106/7/8 or 079 752 5728

Closing Date: **30 April 2019 @ 16h00**

**PS TSEKEDI**  
**MUNICIPAL MANAGER**  
**07 April 2019**