



MASILONYANA LOCAL MUNICIPALITY

Masilonyana Local Municipality is an equal opportunity employer committed to the promotion of equity and equality. The Municipality hereby invites applications from suitably qualified candidates. People with disability are encouraged to apply for the following position.

DEPARTMENT: CORPORATE SERVICES
POSITION: MANAGER LEGAL SERVICES (INTERNAL/EXTERNAL)

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 Director Corporate Services.

Requirements:

- Grade 12 , LLB Degree or equivalent legal qualification;
- Proven Managerial Experience of not less than Three (3) years;
- Demonstrate high level of problem solving and people management capabilities;
- No criminal record of any kind;
- Computer literacy; and
- Drivers license (Code EB.)

Key responsibilities:

- Provide input on IDP formulation regarding the legal services Unit
- Manage and control the capital and operational budget of the Unit to ensure effective and efficient functioning within budgetary constraints of Council
- Identify the need for new by-laws/procedural requirements/policies by analysing specific current operational standards, trends and requirements
- Prepare and submit performance reports for the Unit (each legal advisor should prepare a performance report in terms of the SDBIP)
- Compile and recommend operational policies in respect of the Unit's functional activities
- Provide legal comments on items that have to be submitted to Council, Mayoral Committee and Portfolio Committees
- Prepare legal reports to Council, Mayoral Committee and Portfolio Committees
- Interact with external legal advisors of Council with regard to litigation and any legal matter
- Analyse all legal documents and information given by the legal advisor on the implications and make recommendations
- Make sure that legal documents are attended to timeously e.g. summons and affidavits
- Provide legal support to directorates to make sure that regulations are legally valid and implemented correctly
- Chair and prosecute disciplinary hearings
- Draft the charges to be levelled to the employee and distribute to employee with date of the hearing
- Summarise the case and outline grievances
- Listen to parties, give a finding of guilty or not guilty and document findings
- Prosecute on behalf of the Municipality in terms of misconduct
- Appear in front of the chairperson to present the case of the Municipality during appeals or conciliation and arbitration
- Represent the Council in all CCMA and Bargaining Council matters
- Provide support and represent the Council in litigation as well as CCMA proceedings
- Monitor the drafting of the by-laws and amendments to legislation and delegated legislation
- Review the benchmarking results looking at the policies of other Municipalities and provide legal

- opinions to directorates
- Monitor the evaluation of by-laws and provide comments and legal advice
- manage the coordination and facilitation of the valuation process and the sitting of the land tribunal committee
- Review contracts e.g. SLA, leases, MOU, contract of supply of services and goods
- Manage the negotiation of contract terms and conditions on behalf of the Municipality
- Interact with Directorates on the enforcement and implementation of a contract management system
- Attend court cases to monitor the litigation procedures and the legal costs accuracy
- Review reports on cases detailing the status of the legal cases and matters of concern
- Peruse judgments with the view of advising the Council about whether to take the matter on review or appeal
- Arrange quarterly meetings with legal consultants or external legal advisors
- Monitor the performance of external legal advisors in terms of the service level agreement
- Recommend the appointment of external legal advisors to the Municipal Manager in terms of the delegation of powers framework
- Approve and disapprove the invoices of the service providers including legal consultants appointed by municipality in terms of the delegation of powers framework
- Make sure that legal documents e.g. summons, are timeously attended to
- Determine human resource requirements taking into consideration operational needs, skills scarcity and retention capability
- Participate in the recruitment and selection of individuals according to job requirements, EE targets and guidelines
- Address workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures
- Order legal books and government gazettes and legislation
- Update legal books and legislation
 - Check the Provincial Government Gazettes and National Gazettes and distribute relevant ones to Directorates

Salary: R388 235,78 p.a

**DEPARTMENT: FINANCE SERVICES
FINANCE: MANAGER ASSETS (INTERNAL/EXTERNAL)**

Requirements:

- Matric plus
- Bcom accounting or equivalent (NQF 6/7)
- Supervisory experience (2-3)
- Knowledge of GRAP
- Ability to Compile AFS and FAR

Responsibilities:

- Update Fixed assets register monthly and depreciation
- Ensure that the correct vote allocation is used to procure Assets
- Ensure that assets are tagged when procured
- Conduct periodic impairment reviews for intangible assets.
- Conduct periodic physical inventory counts of fixed assets.
- Advice and recommend to management whether fixed assets should be disposed of also removed from the FAR
- Conduct analyses related to fixed assets as requested by management.
- Prepare audit schedules and resolve audit issues identified by AG
- Reconcile fixed asset sub accounts to the GL monthly.

- Ensure that all inventory transfers to and from departments are appropriately accounted.
- Recommend ways of improving the existing system and processes.
- Record fixed asset acquisitions and dispositions in the accounting system.
- Ensure strict compliance with GRAP and Assets Management policy.

Salary: R388 235,78 p.a

**DEPARTMENT: SOCIAL AND COMMUNITY SERVICES
MANAGER: SOCIAL & COMMUNITY SERVICES (WASTE MANAGEMENT, ENVIRONMENTAL,
PARKS, CEMETERIES, HALLS & RECREATIONAL FACILITIES) (INTERNAL/EXTERNAL)**

Requirements:

- Matric
- Diploma/Degree in Public Management or equivalent (NQF 6/7)
- Proven Managerial Experience of not less than Three (3) years
- Able to implement policies, by-laws and legislation with regards to the duties of the post;
- Drivers license (Code EB)

Responsibilities:

- Analysing and aligning requirements with operating capacity and capabilities;
- Evaluate and commenting on the applicability of specific key performance;
- Directs and control outcome associated with utilization, productivity and performance of personnel within the refuse, waste, parks, cemeteries, recreational facilities and environment;
- Conducting appraisals to measure performance and objective accomplishment against agreed targets and, reviewing goals and setting new objectives;
- Identifying Social & Community/ Social skills gap within the department and complete developmental plans for existing personnel with clear defined career path and job enrichment opportunities;
- Analysing statistical information pertaining to staff attendance/absenteeism, overtime, lost time due to accidents and or incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related cost;
- Evaluate the sections performance against budget and addressing deviations/variances with appropriate personnel;
- Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audits requirements and departmental procedures;
- Managing the operational dimensions and resources (material, ordering, and vehicles) and monitor utilization and cost effectiveness of activities against operational plans;
- Monitoring the adequacy of procedures and compliance with departmental guidelines in respect to fencing of cemeteries and landfill sites by the various utility service organizations, maintaining of tractors and vehicles for smother service delivery, collection of refuse from houses and buying of materials for the department;
- Participate in various meetings (Council, internal & external forums) and provide comments/opinion on matters affecting or concerning the functionality;
- Participating in IDP forums and meetings and input/comment on matters related to the department such as current developments, forward planning, service standards, service delivery challenges, projects (current and future) etc;
- Ensure that items included in the IDP are budgeted for during the budgetary process;
- Drafting of draft budget for the department with inputs from all divisions within the department and submit to the Director Social and Community Services for final scrutiny thereof;
- Responding, through the collection of information and/or conducting necessary investigation, to queries and enquiries;

- Prepare applications for funding of projects related to waste management, halls & recreational facilities, cemeteries and environment;
- Registering of landfill sites as per applicable legislation.

Salary: R388 235,78 p.a

EXPENDITURE ACCOUNTANT x1 (THEUNISSEN) INTERNAL/EXTERNAL

Requirements:

- Grade 12 plus
- BCom Degree/B-Tech Financial Accounting or Equivalent (NQF level 6/7)
- Municipal Competency Certificate and knowledge of MFMA will be an added advantage
- Relevant experience (2-3 years)
- Supervisory experience

Responsibilities:

- Analysing expenditure recording processes referring to information detailed in supporting documentation (orders, invoice, etc) and resolving deviations from procedures.
- Providing support with regards to the consolidation of Expenditure transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations.
- Authorising expenditures as per delegation of power
- Ensure accuracy before payment batch is imported to BI-ONLINE.
- Follow up on arrangement made with the creditors
- Check whether the invoices captured on the system agrees with the general ledger
- Prepare expenditure Cash-flow projection
- Ensure compliance with the MFMA regulations
- Any other duties/tasks delegated by immediate supervisor or Chief Financial Officer

Salary: R318 595,67 p.a

Enquiries can be directed to the Manager HR, Mr G.M Tjolo at 057-7330106/7 during office hours.

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

Interested suitably qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Acting Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at HR 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: 31 October 2019 before the end of business day (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.



**P.S TSEKEDI
MUNICIPAL MANAGER**