



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 positions based at Head Office in Theunissen, but can be placed anywhere within the municipal jurisdiction due to operational requirements.

The appointments will be made in compliance with the provisions of sections 56 & 57 of the Municipal Systems Act and Municipal Finance Management Act and its Regulations, as applicable.

Both posts report to the Municipal Manager and will be remunerated as follows:

CONTRACT: Five (5) year fixed term performance based contract.

SALARY: All-inclusive remuneration package negotiable between Minimum R 846 307.00, Midpoint R950 907.00 and Maximum R1040 327.00 as per the new upper limits No: 43122 of 20 March 2020.

Benefits: Performance bonus in terms of Council's Performance Management System and all applicable Regulations of the Municipal Systems Act

DIRECTOR CORPORATE SERVICES

Qualifications:

- Bachelor degree in Public Administration/ Management Sciences/ Law or equivalent qualification

Requirements:

- South African citizenship or permanent residence
- 5 years' experience at middle management level preferably in local government;
- Proven successful management experience in administration;
- Valid driver's license and computer literacy

Added advantage:

- Registration with a recognised relevant professional body.
- Extensive and practical knowledge of Local Government
- Certificate in Municipal Financial Management as prescribed by National Treasury Government Gazette No. 29967 dated 15 June 2007.

Key performance areas:

- Lead and manage staff within the Department to enable them to meet their objectives;
- Render consulting services to administrative management as well as the political structure ;
- Lead and manage the legal section so that the Council is proactively protected and that by-laws and other legal documents are suitably drafted;
- Lead and manage the Secretariat Services so that the Council is provided with an effective committee service, its resolutions are executed and that general council administration operates efficiently;
- Manage and Coordinate the flow of information and correspondence from internal and external sources;
- Oversee the implementation of the Labour Relations and related Acts, i.e Basic Conditions of Employment Act, Employment Equity and Skills Development Acts, as well as plans developed for the legislation;
- Develop and implement a performance management system for the Municipality,

- Manage the Human Resources and the labour relations of the Municipality.

Knowledge:

- Good knowledge and understanding of relevant policy and legislation ie. Labour Relations Act, and other labour-related prescripts,
- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of corporate support services, including:
 - o Human capital management
 - o Legal services;
 - o Facilities management;
 - o Information communication technology; and
 - o Council support;
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- Good governance;
- Legal background and human capital management; and
- Knowledge of coordination and oversight of all specialized support functions

CHIEF FINANCIAL OFFICER

Minimum Qualifications

- NQF Level 6 in the fields of Accounting, Finance, Economics equivalent qualification.

Requirements:

- South African citizenship or permanent residence
- 5 years' experience at Middle financial management experience preferably in local government.
- Computer literacy
- Valid driver's license

Added Advantage:

- Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007.
- Extensive and practical knowledge of Local Government;
- Registration with a professional body will serve as a strong recommendation

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 commission and operate Financial **00**. 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.

Applicants must use **annexure C** (Application form) of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers available on the website: www.masilonyana.fs.gov.za. All applications **must be on the Prescribed Application Form** (no application will be considered without the prescribed application form), including comprehensive CV with at least three contactable references, originally certified copies of qualifications not older than three (3) months (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof), driver's license and identity document which should be directed to: Mr PS Tsekedi, Municipal Manager, Masilonyana Local Municipality, P.O. Box 8 THEUNISSEN 8410. Applications can also be hand delivered at our Head Office, 47 Le Roux Street, in Theunissen.

The shortlisted/recommended candidates will be subjected to security vetting, competency based assessment over 2 day's prior appointment, qualification verification, and reference check. The successful candidates will also be subjected to the signing of an Employment Contract on or before assumption of duty, Annual Performance Agreement within 60 days of appointment and annually thereafter within 30 days of the beginning of the financial year, and a Disclosure of Financial Interest form.

The following will automatically disqualify a candidate:

- Faxed, e-mailed, late applications and applications not made on the prescribed application form and Z83 applications;
- Canvassing for appointment;

Also note:

- If no reply to your application has been received within 90 days of the closing date, you should consider your application as being unsuccessful.
- The municipality will not take responsibility for information not mentioned in applications.
- Municipality reserves the right not to make an appointment.

Closing Date: 22 March 2021

Enquiries: Office of the Municipal Manager: Mr. Champion Mohapi

Tel: 057 403 5140

E-mail: champ@masilonyana.co.za

PS Tsekedi
MUNICIPAL MANAGER