



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.

SUPPLY CHAIN MANAGER FINANCE DIVISION

Requirements:

- A recognized Degree/ National Diploma in Financial Accounting, or Logistics Management;
- Must have a CPMD/MFMP competency certificate;
- Proven working experience of 2-3 years in Supply Chain management Unit;
- Demonstrable ability to lead and manage staff;
- Proficient in CSD and CIDB software;
- Excellent analytical, problem solving and organizational skills;
- A valid driver's license is a pre-requisite;
- Ability to work independently and handle multiple projects;

Key responsibilities:

- Develop, draft, formulate and review policies and procedure manuals and prepare management reports related to SCM regulations;
- Manage and establish effective and efficient demand, acquisition, logistics, and disposal management system;
- Instill principles of SCM Internal Control;
- Compilation of bid documentation, specification and/or terms of reference;
- Evaluation and adjudication of prospective service providers for quotations;
- Handling and address urgent and emergency cases and supplier queries;
- Maintain and update Contract Management Register;
- Manage and prepare statutory reports in terms of MFMA and SCM Regulations;
- Address and resolve audit finding;
- Develop the municipality's Procurement Plan aligned to the SDBIP;
- Address and attend to internal audit and Risk Management issues relating to SCM.

Salary: R412 500,48 p.a

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

Requirements:

- LLB Degree or equivalent legal qualification;
- MFMP Certificate will be an added advantage;
- 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 Committee
- 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
- Receive an appointment letter to chair 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: R412 500,48 p.a

**DEPARTMENT: CORPORATE SERVICES
HUMAN RESOURCES MANAGER (INTERNAL/EXTERNAL)**

Requirements:

- A Degree/National Diploma in Human Resources Management;
- MFMP Certificate will be an added advantage;
- Proven working experience of 2-3 years in Human Resources Management;
- Excellent analytical, problem solving and organizational skills;
- Demonstrable ability to lead and manage staff
- HR functional expertise and knowledge;
- Experience in Local Government is recommended;
- A valid driver's license.

Key responsibilities:

- Manage and lead the HR function;
- Provide HR support and advice the departments on HR matter;
- Ensure that the HR Policies are implemented accordingly;
- Oversee implementation of skills development plan and employment equity plan
- Enhance organisational performance and development through leadership development
- Determine human resource requirements taking into consideration operational needs, skills scarcity and retention capability
- Review the benchmarking results looking at the policies of other Municipalities
- Address learning and development needs
- Ensure alignment of HR strategies and policies within the context of overall municipal strategic objectives and managing labour relations.
- Address workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures
- Address human resource management enquiries to ensure the correct implementation of human resource management practices
- Monthly report writing to Senior Management and Section 80 Committee;
- Manage and lead the Employees Wellness programme and Employees

- Recognition;
- Preparing and drafting of Job Description of Employees aligned with Salga and Job Description Committee;
- Assist and advising the HOD's on placing municipal employees;
- Referral of grading applications to the TASK regional committee structures

Salary: R412 500,48 p.a

Enquiries can be directed to the Manager in office of the Municipal Manager, Mr N.C Mohapi at 057-403 5140/0633567399 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 Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their application letter 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 Municipal Offices: Theunissen, Brandfort, Verkeerdevlei and Winburg during working hours.

Applications must be submitted in sealed envelopes and no e-mails, faxes or late submissions will be accepted.

Closing date: 06 August 2021 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.

**DULY SIGNED
L. MOKOTELI
ACTING MUNICIPAL MANAGER**