

## **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:

### **DEPARTMENT OF SOCIAL AND COMMUNITY SERVICES URBAN AND REGIONAL PLANNING: MANAGER TOWN PLANNING**

The incumbent will be based in Theunissen and will be responsible for town planning services of the entire municipality. The incumbent will report directly to the Director Social and Community Services.

#### **Requirements:**

- Grade 12;
- A Bachelor's degree in Town & Regional Planning;
- Registered as a Professional Planner with the South African Council for Town and Regional Planners will be an added advantage;
- Knowledge and insight of PDA;
- Computer literate;
- Valid driver's license is a pre-requisite;
- A minimum 3-5 work related experience in Town & Regional Planning and knowledge at Middle Management level and preferable in Local Government.

#### **Key Responsibilities:**

- Assist in compiling spatial planning strategies or ensuring development strategies;
- Assist in identifying the need for land and township establishment in line with Spatial Development Framework;
- Preparing reports for Council consideration and approval;
- Develop, review and implement Spatial Development Frameworks (SDF's) and Land Use Management Schemes (LUM's);
- Prepare land use and spatial planning reports for municipal tribunal;
- Assist in the implementation of Spatial Planning and Land Use Management Act (SPLUMA);
- Keep abreast with building control legislative requirements impacting on land use planning, conduct investigations into best practices and determine the appropriateness of specific legal procedures for implementation;
- Assess applications (rezoning, subdivision, departure, consent use, street and open spaces closures, trade- and liquor licenses, removal of title deed restrictions, etc.) for compliance with specific town planning regulations, environmental and related legislation and/or input from internal/external commentators;
- Investigate and respond to public and developers' enquiries related to municipal property (zoning, development restrictions, etc.);
- Conduct the necessary search for information pertaining to the matter and/or pass requests for complex comments/information to the immediate superior or relevant department;
- Provide information based on property development trends and expected outcomes to facilitate processes regarding the disposal of vacant municipal land (lease, sale, etc.);
- Prepare investigational and procedural reports and summaries detailing functional progress and/or outcomes for submission to the immediate superior for consideration and inclusion in specific documents/agendas;
- Prepare statistical data and qualitative information (population growth, number of applications

received for specified periods, etc.) to facilitate the updating of work procedures and standards;

- Implement approved sequences associated with establishing appropriate statistical and other databases relating to land use planning activities and maintain and update land use planning related records and statistics;
- Participate in various meetings (internal and external forums, applicants, objectors, etc.) and provide comments/opinions on matters affecting or concerning the functionality.

**Salary: R447 858,00 p.a**

#### **FINANCE DEPARTMENT REVENUE MANAGER**

The incumbent will be based in Theunissen and will be responsible for Revenue services of the entire municipality. The incumbent will report directly to the Chief Financial Officer.

#### **Requirements:**

- Grade 12
- Bachelor of Commerce Degree in Accounting and/or Financial Management
- 3-5 years related experience
- Ability to compile AFS
- Must be able to work under pressure
- Verbal and written communication skills at all levels
- Must have a competency certificate (MFMP) as an added advantage
- Understanding of general Municipal finance environment

#### **Key Responsibilities:**

- Monitoring revenue collection and receipting and processes referring to information detailed in supporting transactional documentation and resolving deviations from procedures.
- Attend to the consolidation of Debtor Accounts, extracting and submitting reports detailing amounts payable for approval prior to generating and forwarding Consumer Billing Statements.
- Ensure that municipal revenue is collected and debtors queries are resolved within reasonable period
- Prepare statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- Interact with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.
- Balance cash receipts against entries recorded in receipt books and preparing the schedule categorizing income received for according to services and preparing bank deposit notifications.
- Process and verify debtor transactions against system reports and summaries and, seeking approval on adjustments to entries for specific accounts.
- Reconcile Debtor accounts and proceeding with the posting and balancing of ledger accounts.
- Generate reminder notifications for circulation to overdue debtors and/ or communicating, calculating and establishing payment terms and conditions with defaulters.
- Generate Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/ overdue accounts for further action.

**SALARY: R447 858,00 p.a**

**Enquiries can be directed to the HR Manager, Ms K.E.E Molaoa 063 8295861 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 applications and detailed CV's with certified copies of their qualifications including **covering/application letter** stated the position they apply to the following address:

**The Acting Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in Theunissen, Brandfort, Winburg and Verkeerdevlei.**

No e-mails, faxes or late submissions will be accepted.

**Closing date: 11 April 2023 at 12h00**

***NB: The shortlisted/recommended candidates will be subjected to security vetting, qualification verification, and reference check before finalisation of appointment. 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.***



**M.M SELLO  
ACTING MUNICIPAL MANAGER**