

DIRECTORATE: CORPORATE SUPPORT
Klerksdorp
POSITION: DIRECTOR: CORPORATE SUPPORT
- 5 YEAR FIXED TERM CONTRACT

Salary

Total remuneration package R1 035 906 (minimum) / R1 233 222 (midpoint) / R1 430 538 (maximum) per annum as in terms of the Local Government: Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers of Government Gazette No. 38946, No. 40118 dated 4 July 2016

Minimum Qualifications and Requirements

- B degree in fields of Public Administration/ Management Sciences/ Law or equivalent
- Computer literacy covering all applications
- A valid driver's license
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- The need to undergo security vetting
- The need to undergo competency assessment test
- **NO** criminal record
- Registration with recognised professional body

Years of experience

- 5 years' at middle management
- Have proven successful management experience in administration
- Local Government experience will be an added advantage

Minimum Knowledge

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good knowledge of corporate support services, including:
 - Human capital management
 - Legal services
 - Facilities management
 - Information communication technology and
 - Council support
- Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000)
- Good governance
- Labour Relations Act, and other labour related prescripts
- Legal background and Human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Budget and finance management
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in at least two of the official languages

- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders

Leading Competencies

- Strategic Direction and Leadership - Impact and Influence; Institutional Performance Management; Strategic Planning and Management and Organisational Awareness
- People Management - Human Capital Planning and Development; Diversity Management; Employee Relations Management and Negotiation and Dispute Management
- Program and Project Management - Program and Project Planning and Implementation; Service Delivery Management; Program and Project Monitoring and Evaluation
- Financial Management - Budget Planning and Execution; Financial Strategy and Delivery and Financial Reporting and Monitoring
- Change Leadership - Change Vision and Strategy; Process Design and Improvement and Change Impact Monitoring and Evaluation
- Governance Leadership - Policy Formulation; Risk and Compliance Management and Cooperative Governance

Core Competencies

- Moral Competence
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

Key performance areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Administration
 - Information Technology
 - Human Resources
 - Labour Relations
 - EAP
 - Occupational Health and Safety
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
- Directorate's human resource development and management and supervision of departmental staff including industrial relations
- Communicate effectively with all persons and organizations concerned
- Attending and implementing Council and Mayoral Committee meetings and submitting reports
- Reports directly to the Municipal Manager

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT
Klerksdorp
POSITION: DIRECTOR: LOCAL ECONOMIC DEVELOPMENT
- 5 YEAR FIXED TERM CONTRACT

Salary

Total remuneration package R1 035 906 (minimum) / R1 233 222 (midpoint) / R1 430 538 (maximum) per annum as in terms of the Local Government: Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers of Government Gazette No. 38946, No. 40118 dated 4 July 2016

Minimum Qualifications and Requirements

- B degree in fields of Tourism / Economics / Econometrics / Local Economic Development; or equivalent.
- Computer literacy covering all applications
- A valid driver's license
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- The need to undergo security vetting
- The need to undergo competency assessment test
- **NO** criminal record
- Registration with recognised professional body

Years of experience

- 5 years' at middle management
- Have proven successful institutional transformation within public or private sector
- Local Government experience will be an added advantage

Minimum Knowledge

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good knowledge of corporate support services, including:
 - Rural Development
 - Tourism
 - Enterprise Development
 - Fresh Produce Market
- Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000)
- Good governance
- Labour Relations Act, and other labour related prescripts
- Legal background and Human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Budget and finance management
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in at least two of the official languages

- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders

Leading Competencies

- Strategic Direction and Leadership - Impact and Influence; Institutional Performance Management; Strategic Planning and Management and Organisational Awareness
- People Management - Human Capital Planning and Development; Diversity Management; Employee Relations Management and Negotiation and Dispute Management
- Program and Project Management - Program and Project Planning and Implementation; Service Delivery Management; Program and Project Monitoring and Evaluation
- Financial Management - Budget Planning and Execution; Financial Strategy and Delivery and Financial Reporting and Monitoring
- Change Leadership - Change Vision and Strategy; Process Design and Improvement and Change Impact Monitoring and Evaluation
- Governance Leadership - Policy Formulation; Risk and Compliance Management and Cooperative Governance

Core Competencies

- Moral Competence
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

Key performance areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Rural Development
 - Tourism
 - Enterprise Development
 - Fresh Produce Market
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
- Directorate's human resource development and management and supervision of departmental staff including industrial relations
- Communicate effectively with all persons and organizations concerned
- Attending and implementing Council and Mayoral Committee meetings and submitting reports
- Reports directly to the Municipal Manager

DIRECTORATE: PUBLIC SAFETY
Klerksdorp
POSITION: DIRECTOR: PUBLIC SAFETY
- 5 YEAR FIXED TERM CONTRACT

Salary

Total remuneration package R1 035 906 (minimum) / R1 233 222 (midpoint) / R1 430 538 (maximum) per annum as in terms of the Local Government: Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers of Government Gazette No. 38946, No. 40118 dated 4 July 2016

Minimum Qualifications and Requirements

- B degree in fields of Public Administration/ Social Sciences / Law; or equivalent.
- Computer literacy covering all applications
- A valid driver's license
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- The need to undergo security vetting
- The need to undergo competency assessment test
- **NO** criminal record
- Registration with South African Council for Social Service Professionals (SACSSP)

Years of experience

- 5 years' at middle management
- Have proven successful institutional transformation within public or private sector
- Local Government experience will be an added advantage

Minimum Knowledge

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good knowledge of public safety services, including:
 - Law Enforcement and Security
 - Licensing and Testing
 - Emergency and Disaster Management
 - Traffic Services
- Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000)
- Good governance
- Labour Relations Act, and other labour related prescripts
- Legal background and Human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Budget and finance management
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in at least two of the official languages
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders

Leading Competencies

- Strategic Direction and Leadership - Impact and Influence; Institutional Performance Management; Strategic Planning and Management and Organisational Awareness
- People Management - Human Capital Planning and Development; Diversity Management; Employee Relations Management and Negotiation and Dispute Management
- Program and Project Management - Program and Project Planning and Implementation; Service Delivery Management; Program and Project Monitoring and Evaluation
- Financial Management - Budget Planning and Execution; Financial Strategy and Delivery and Financial Reporting and Monitoring
- Change Leadership - Change Vision and Strategy; Process Design and Improvement and Change Impact Monitoring and Evaluation
- Governance Leadership - Policy Formulation; Risk and Compliance Management and Cooperative Governance

Core Competencies

- Moral Competence
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

Key performance areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Law Enforcement and Security
 - Licensing and Testing
 - Emergency and Disaster Management
 - Traffic Services
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
- Directorate's human resource development and management and supervision of departmental staff including industrial relations
- Communicate effectively with all persons and organizations concerned
- Attending and implementing Council and Mayoral Committee meetings and submitting reports
- Reports directly to the Municipal Manager

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE
Klerksdorp
POSITION: DIRECTOR: TECHNICAL AND INFRASTRUCTURE
- 5 YEAR FIXED TERM CONTRACT

Salary

Total remuneration package R1 035 906 (minimum) / R1 233 222 (midpoint) / R1 430 538 (maximum) per annum as in terms of the Local Government: Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers of Government Gazette No. 38946, No. 40118 dated 4 July 2016

Minimum Qualifications and Requirements

- B degree in fields of BSC Engineering / B Engineering / B. Tech Engineering; or equivalent.
- Computer literacy covering all applications
- A valid driver's license
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- The need to undergo security vetting
- The need to undergo competency assessment test
- **NO** criminal record
- Certificate of competency as required in terms of the General Machinery Regulations, 1988 or
- Registration with a recognized relevant engineering professional body.

Years of experience

- 5 years' at middle management
- 3-4 years must be at professional/management level engineering management experience
- Local Government experience will be an added advantage

Minimum Knowledge

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Advanced knowledge of public office environment, including:
 - Water
 - Sanitation
 - Mechanical Engineering
 - Electrical Distribution
 - Roads and Storm-water
- Must be able to formulate engineering master planning, project management and implementation
- Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000)
- Good governance
- Labour Relations Act, and other labour related prescripts

- Legal background and Human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Budget and finance management
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in at least two of the official languages
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders

Leading Competencies

- Strategic Direction and Leadership - Impact and Influence; Institutional Performance Management; Strategic Planning and Management and Organisational Awareness
- People Management - Human Capital Planning and Development; Diversity Management; Employee Relations Management and Negotiation and Dispute Management
- Program and Project Management - Program and Project Planning and Implementation; Service Delivery Management; Program and Project Monitoring and Evaluation
- Financial Management - Budget Planning and Execution; Financial Strategy and Delivery and Financial Reporting and Monitoring
- Change Leadership - Change Vision and Strategy; Process Design and Improvement and Change Impact Monitoring and Evaluation
- Governance Leadership - Policy Formulation; Risk and Compliance Management and Cooperative Governance

Core Competencies

- Moral Competence
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

Key performance areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Water
 - Sanitation
 - Mechanical Engineering
 - Electrical Distribution
 - Roads and Storm-water
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
- Directorate's human resource development and management and supervision of departmental staff including industrial relations

- Communicate effectively with all persons and organizations concerned
- Attending and implementing Council and Mayoral Committee meetings and submitting reports
- Reports directly to the Municipal Manager

DIRECTORATE: PLANNING AND HUMAN SETTLEMENT
Klerksdorp
POSITION: DIRECTOR: PLANNING AND HUMAN SETTLEMENT
- 5 YEAR FIXED TERM CONTRACT

Salary

Total remuneration package R1 035 906 (minimum) / R1 233 222 (midpoint) / R1 430 538 (maximum) per annum as in terms of the Local Government: Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers of Government Gazette No. 38946, No. 40118 dated 4 July 2016

Minimum Qualifications and Requirements

- B degree in fields of Building Science/ Architect / Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent.
- Computer literacy covering all applications
- A valid driver's license
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- The need to undergo security vetting
- The need to undergo competency assessment test
- **NO** criminal record
- Registration as a Professional Planner in accordance with the Planning Professions Act, 2002,(Act 36 of 2002)

Years of experience

- 5 years' at middle management
- Have proven successful institutional transformation within public or private sector
- Local Government experience will be an added advantage

Minimum Knowledge

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good knowledge of:
 - Housing provision
 - Building control and regulations
 - Estate administration and land sales
 - Spatial, town and development planning
- Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000)
- Good governance

- Labour Relations Act, and other labour related prescripts
- Knowledge of geographical information systems
- Knowledge of coordination and oversight of all specialised support functions
- Budget and finance management
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in at least two of the official languages
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders

Leading Competencies

- Strategic Direction and Leadership - Impact and Influence; Institutional Performance Management; Strategic Planning and Management and Organisational Awareness
- People Management - Human Capital Planning and Development; Diversity Management; Employee Relations Management and Negotiation and Dispute Management
- Program and Project Management - Program and Project Planning and Implementation; Service Delivery Management; Program and Project Monitoring and Evaluation
- Financial Management - Budget Planning and Execution; Financial Strategy and Delivery and Financial Reporting and Monitoring
- Change Leadership - Change Vision and Strategy; Process Design and Improvement and Change Impact Monitoring and Evaluation
- Governance Leadership - Policy Formulation; Risk and Compliance Management and Cooperative Governance

Core Competencies

- Moral Competence
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

Key performance areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Housing provision
 - Building control and regulations
 - Estate administration and land sales
 - Development planning / town planning
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
- Directorate's human resource development and management and supervision of departmental staff including industrial relations

- Communicate effectively with all persons and organizations concerned
- Attending and implementing Council and Mayoral Committee meetings and submitting reports
- Reports directly to the Municipal Manager

DIRECTORATE: COMMUNITY DEVELOPMENT
Klerksdorp
POSITION: DIRECTOR: COMMUNITY DEVELOPMENT
- 5 YEAR FIXED TERM CONTRACT

Salary

Total remuneration package R1 035 906 (minimum) / R1 233 222 (midpoint) / R1 430 538 (maximum) per annum as in terms of the Local Government: Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers of Government Gazette No. 38946, No. 40118 dated 4 July 2016

Minimum Qualifications and Requirements

- B degree in fields of Social Sciences/ Public Administration / Law; or equivalent.
- Computer literacy covering all applications
- A valid driver's license
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- The need to undergo security vetting
- The need to undergo competency assessment test
- **NO** criminal record
- Registration with South African Council for Social Service Professionals (SACSSP)

Years of experience

- 5 years' at middle management
- Have proven successful institutional transformation within public or private sector
- Local Government experience will be an added advantage

Minimum Knowledge

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good knowledge of community development services, including:
 - Health service management
 - Cemetery management
 - Public safety
 - Parks and recreation management
 - Civil facilities
 - Waste Management
 - Integrated Environmental Management Community Facilities
- Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000)

- Good governance
- Labour Relations Act, and other labour related prescripts
- Legal background and human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Budget and finance management
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in at least two of the official languages
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders

Leading Competencies

- Strategic Direction and Leadership - Impact and Influence; Institutional Performance Management; Strategic Planning and Management and Organisational Awareness
- People Management - Human Capital Planning and Development; Diversity Management; Employee Relations Management and Negotiation and Dispute Management
- Program and Project Management - Program and Project Planning and Implementation; Service Delivery Management; Program and Project Monitoring and Evaluation
- Financial Management - Budget Planning and Execution; Financial Strategy and Delivery and Financial Reporting and Monitoring
- Change Leadership - Change Vision and Strategy; Process Design and Improvement and Change Impact Monitoring and Evaluation
- Governance Leadership - Policy Formulation; Risk and Compliance Management and Cooperative Governance

Core Competencies

- Moral Competence
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

Key performance areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Civil facilities
 - Waste Management
 - Integrated Environmental Management Community Facilities (Parks & Cemeteries)
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting

- Directorate's human resource development and management and supervision of departmental staff including industrial relations
- Communicate effectively with all persons and organizations concerned
- Attending and implementing Council and Mayoral Committee meetings and submitting reports
- Reports directly to the Municipal Manager

CLOSING DATE: 2 JUNE 2017

Please note that no application without certified copies and other relevant documents will be considered.

If you have not been contacted by the City of Matlosana within three months of the date of closure, you may accept that your application has been unsuccessful.

If interested, you are requested to submit a completed **PRESCRIBED APPLICATION FORM** and detailed Curriculum Vitae - Performance Management Unit, Room 301, 3rd Floor, Civic Centre, OR Tambo Avenue, Klerksdorp.

The prescribed applications form is also available on The City of Matlosana website (www.matlosana.gov.za)

Alternatively, the complete **PRESCRIBED APPLICATION FORM** and CV's may be mailed to: Performance Management Unit, P.O. Box 99, Klerksdorp, 2570 or e-mailed to cvanrensborg@klerksdorp.org.

Enquiries can be made with Mr. OC Powrie (Performance Manager) at 018 487 8527. Suitably qualified and/or experienced persons with disabilities are encouraged to apply.

Applications not made on the PRESCRIBED APPLICATION FORM or without certified copies of original documentation will not be considered. Costs incurred for attending an interview will be for the candidate's own account.

The City of Matlosana is an Equal Opportunity Employer.

If you have not been informed by the City Of Matlosana by **04 September 2017**, you may accept that your application has been unsuccessful.

Civic Centre
P.O. Box 99
KLERKSDORP
2570
Notice No.

TSR NKHUMISE
MUNICIPAL MANAGER