

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

Salary

Total remuneration package R1 097 024 (minimum) / R1 305 982 (midpoint) / R1 514 940 (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. 41173 dated 10 October 2017.

Minimum Qualifications and Requirements

- B degree in fields of Tourism / Economics / Econometrics / Local Economic Development; or equivalent.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency levels of 2007 (will be an added advantage)
- 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 recognized professional body.

Years of experience

- Minimum of 5 years' relevant experience at middle management level
- Have proven successful management experience in the field of Local Economic Development and 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 specialized 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.

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 a 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: 25 JUNE 2018

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

If interested, you are requested to submit a completed **Prescribed Application Form** and detailed **Curriculum Vitae** to the Performance Management Unit, Room 301, 3rd Floor, Civic Centre, OR Tambo Avenue, Klerksdorp. The prescribed application form is available on Matlosana's municipal website (www.matlosana.gov.za).

Alternatively, the completed **Prescribed Application Form** and **Curriculum Vitae** may be mailed to: Performance Management Unit, P.O. Box 99, Klerksdorp, 2570 or e-mailed to cvanrensburg@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.

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.

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.

Civic Centre
P.O. Box 99
KLERKSDORP
2570

TSR NKHUMISE
MUNICIPAL MANAGER

Notice No. 23/2018

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

Salary

Total remuneration package R1 097 024 (minimum) / R1 305 982 (midpoint) / R1 514 940 (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. 41173 dated 10 October 2017

Minimum Qualifications and Requirements

- B degree in fields of Building Science/ Architect / Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 (will be an added advantage)
- 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 recognized professional body.

Years of experience

- Minimum of 5 years' experience at middle management
- Have proven successful Professional Developmental/ Town and Regional planning 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
- Good knowledge of:
 - Housing provision
 - Building control and regulations
 - Estate administration and land sales
 - Development planning / town 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
- Legal background and Human capital management
- 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.

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 a 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
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