

MUNICIPAL MANAGER
Klerksdorp
FIVE YEAR FIXED TERM CONTRACT

Salary

Total remuneration package R1 276 174 (minimum) / R1 528 351 (midpoint) R1 780 530 (maximum) per annum.

Minimum Qualifications and Requirements

- Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law; or equivalent.
- A postgraduate qualification in fields related to public administration will be an added advantage.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) in line with Minimum regulations on competency level of 2007.
- Valid driver's license and **NO** criminal record
- The need to undergo security vetting
- The need to undergo competency assessment test
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest

Years of experience

- Five years relevant experience at senior management level
- Have proven successful institutional transformation within public or private sector

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 governance
- Audit and Risk management establishment and functionality and
- Budget and finance management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

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

- The overall management of the Municipality in order to ensure efficient and effective provision of services, promoting economic growth, facilitation social and economic development, and long term sustainability of the Municipality.
- The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community.
- Perform all functions, duties and responsibilities as contained in the relevant local government legislations such as, but not limited to, The Constitution, MFMA, Municipal Structures Act, Municipal Systems Act, Promotion of Administrative Act etc.
- Ensuring the streamlining of staff towards core basic service delivery
- Ensure the provision of effective and efficient Service Delivery to the Community so that the objectives of the Council's Integrated Development Plan (IDP) are met
- Implementation and monitoring the progress of the Council's Integrated Development Plan (IDP)
- Ensure transparency, public accountability, access to information, administrative justice and responsiveness to complaints
- Maintain overall responsibility as Accounting Officer for all Income and Expenditure in terms of the MFMA
- Facilitate mechanism of public participation and develop assessment methods to assess community satisfaction
- Ensure that the planning and reporting of the Performance of the Municipality conforms to the requirements of the Municipal Systems Act & Municipal Systems Amendment Act
- Ensure the development and implementation of Council's Service Delivery and Budget Implementation Plan (SDBIP)
- Oversee the strategic planning of Municipality that will ensure poverty alleviation and suitable growth and development
- Implementation of National, Provincial Legislation and Municipal By-laws
- Provide an advisory service to the Mayor and Council regarding policy matters

DIRECTORATE: FINANCIAL SERVICES
Klerksdorp

POSITION: DIRECTOR: FINANCIAL SERVICES (CHIEF FINANCIAL OFFICER)
- 5 YEAR FIXED TERM CONTRACT

Salary

Total remuneration package R1 035 906 (minimum) / R1 233 222 (midpoint) / R1 430 538 (maximum) per annum

Minimum Qualifications and Requirements

- B degree in fields of Accounting, Financial Management, Economics or Chartered Accountant (SA)
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007.
- 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
- Valid driver's license and **NO** criminal record.
- Registration with professional body will be added advantage

Years of experience

- Minimum of 5 years' experience at middle management level atleast 2 years of which must be at senior management level.
- Have proven successful institutional transformation within public or private sector

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 governance
- Audit and Risk management establishment and functionality and
- Budget and finance management
- Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000)
- Ability to prove strategic, visionary and innovative leadership.
- An in-depth practical knowledge and understanding of the MFMA, GRAP, GAMAP, DORA, Treasury regulations, Municipal policies and By-laws.
- 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

- Provides strategic financial management direction, advice, and leadership to the Budget and Treasury Directorate and the Local Municipality.
- Ensure the provision of an effective financial management service by implementing and maintaining an effective Financial Management Service inclusive of policies, procedures, standards, practices, anti-corruption measures and an effective accounting service within the Municipality.
- Provides strategic direction to the financial planning and budgeting process within the Municipality, and ensure that the strategic plan is consistent with the MTEF, MFMA and Treasury Regulations.
- Ensure effective revenue collection systems that are consistent with the Municipal Systems Act and an effective system of expenditure management.
- Supports the Accounting Officer and other Senior Managers in the execution of their functions.
- Oversee and lead the budgeting process in compliance with National Treasury guidelines and to monitor the utilisation of budgets within the organisation.
- Reports directly to the Municipal Manager.

CLOSING DATE: 26 OCTOBER 2016

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 at Strategic Unit – Performance Management, Room 301, 3rd Floor, Civic Centre, OR Tambo Avenue, Klerksdorp.

Alternatively, the complete **PRESCRIBED APPLICATION FORM** and CV's may be mailed to: Strategic Unit: Performance Management, 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 **01 February 2017**, you may accept that your application has been unsuccessful.

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

SG MABUDA
ACTING MUNICIPAL MANAGER