



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled are encouraged to apply.

MUNICIPAL MANAGER

Remuneration: An All-inclusive negotiable remuneration package. This is a fixed-term employment contract for three (3) years and the incumbent shall be expected to sign a performance agreement.

Requirements: The applicant must be in possession of a recognised B degree in Public Administration, Municipal Administration or relevant degree plus five years minimum experience at a senior management level. Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program issued in terms of Municipal Regulations on minimum competency levels - (LG: MFMA, 2003). The applicant must be computer literate and have a driver's license and have his/her own roadworthy vehicle. An incumbent must be a person of honesty and integrity.

Knowledge: Must know the Constitutional requirements for Local Government and Local Government Legislations. Must have knowledge and understanding of Developmental Local Government; Municipal Finance; Service Delivery Mechanisms and Cooperative Governance and Intergovernmental Relations.

Skills: Analytical thinking, Policy Formulation and Implementation. Conflict, Risk and Change Management. Diversity Management, Strategic and Management skills

Focus Areas: Financial, Corporate Support and Shares Services, Infrastructural Development, Social Development and Community Services and Planning and Economic Development.

KEY PERFORMANCE AREAS.

- Provide ethically correct advice to the Executive Mayor and Council;
- Ensure implementation of Council Policies and Resolutions;
- To provide vision, set direction for the municipality and inspire others to deliver on the mandate of the municipality.

- To ensure that as Accounting Officer, the municipality complies with the Municipal Finance Management Act No 56 Of 2003.
- To initiate and support municipal transformation.
- To explore and implement new ways of delivering services.
- Render strategic leadership during development, implementation and monitoring of the Integrated Development Plan (IDP) and Performance Management System (PMS);
- To communicate effectively with all municipal stakeholders.
- To display and build the highest standards of ethical and moral conduct.
- Performs and accountable for municipal transformation and organisation development; basic service delivery; local economic development; municipal financial viability and management and good governance and public participation.
- Represent the Municipality at Provincial and National Forums;

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All qualifications and references of shortlisted candidates will be verified

Further enquiries may be directed to Ms. P Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 08 November 2013 @ 12h00

Should you not be contacted within 60 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**N R MOGOTLANE
EXECUTIVE MAYOR**



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DEPARTMENT OF SOCIAL DEVELOPMENT & COMMUNITY SERVICES

MANAGER SOCIAL DEVELOPMENT & COMMUNITY SERVICES

Remuneration: An All-inclusive negotiable remuneration package. This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign a performance agreement.

Requirements: The applicant must be in possession of a recognised B degree in Social Sciences/Development Studies/ Environmental Health or relevant field. Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program issued in terms of Municipal Regulations on minimum competency levels - (LG: MFMA, 2003). Must have a minimum of five years experience at senior management level, preferably in Local Government. Computer literate. The applicant must have a driver's license (code 08).

Knowledge: The incumbent must have extensive knowledge and understanding of health and social services development planning in local government sector. Knowledge of IDP process and performance management system. Understanding of related Local Government legislations.

Skills: Have finance, planning, organising, leading and management skills. Be able to interface effectively with internal and external clients and suppliers. Be a strong manager, a strong team player and an excellent people motivator. Ability to develop and update policies and by-laws. Have analysis; negotiation; project management; networking & presentation and conflict management skills.

KEY PERFORMANCE AREAS:

- Plan, organise and co-ordinate the activities of a social service program and community outreach program.
- Providing and controlling Municipal Health Services which includes social development, environmental health care.
- Manage departmental budget and human resources

- Develop and implement waste management plan, disaster management plan, fire fighting services, community development, and environmental health services.
- Ensure compliance with legislation relating to Municipal Health, Disaster Management, and Fire Fighting.
- Design program, policies and by-laws relevant to the department
- Ensure co-ordination and implementation of health and community development matters in line with the Council's IDP
- Prepare and submit reports to the Municipal Manager, portfolio committee and other relevant structures established by Council or in terms of the Municipal Systems Act.
- Provide support and advice to Council on challenges facing each section in the department and communities.

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M.V LETSOALO

MUNICIPAL MANAGER



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DEPARTMENT OF CORPORATE SUPPORT AND SHARED SERVICES

DIVISIONAL MANAGER LEGAL SERVICES - POST LEVEL 3

SALARY: 381 684.001 per annum

BENEFITS: Normal municipal employee benefits PLUS travelling allowance of 750km per month

REQUIREMENTS

- A degree in LLB or equivalent. Be admitted as an Attorney. A minimum of 3 years' experience within the legal field. Experience in municipal environment will be an added advantage. Must be computer literate and possess a valid driver's license (code 8).

KNOWLEDGE

- Good communication, management, planning and interpersonal skills
- Understanding of legislative framework within municipality.

KEY PERFORMANCE AREAS

- Manages the key performance areas and result indicators associated with the provision of an effective legal service to core service delivery functions by developing, amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines;
- Responsible for litigation, by-laws, contract management, disciplinary hearings and legal advice to council;
- Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation;
- Representing the municipality at disciplinary hearings and CCMA (bargaining council);

- Updating and maintaining the 'codes of delegations', Unit's standing orders and relevant legislation and informing/ circulating to Management and support personnel;
- Handle labor relations related matters for the municipality;
- Communicating with the Departmental manager on audit findings and recommendations and institutes the necessary investigational or corrective measures;
- Negotiating contractual terms and conditions of contracts with service providers/ vendors;
- Development and management of contracts with the aid of legislation in order for agreements to be concluded with suppliers, clients and employees;

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OFFICE OF THE MUNICIPAL MANAGER

DIVISIONAL MANAGER STRATEGIC SUPPORT AND PLANNING

LEVEL 03

Salary: R 381 684.00 per annum

Benefits: Normal municipal benefits PLUS travelling allowance of 750km per month.

Requirements: The applicant must be in possession of a recognised B degree/ Diploma in Development Studies/Business Management/ Project Management / Public Administration / Local Government or equivalent (NQF Level 6). Must have a minimum of 3 years' experience dealing with strategic support and planning at management level. Must be Computer literate. The applicant must have a driver's license (code 08).

KNOWLEDGE:

- Sound knowledge of local government legislations
- Sound knowledge of intergovernmental and international relations
- Monitoring and strategic planning

SKILLS AND COMPETENCIES:

- Ability to advise the Municipal Manager on strategic developmental issues of the municipality,
- Communication skills at all level (internally and externally)
- Proven track record of planning and leadership
- Facilitation skills and sound computer literacy
- Project management and strategic planning skills

KEY RESPONSIBILITIES:

- Render strategic and leadership functions for the Municipality including the preparation and annual review of the IDP strategic planning documents
- Monitoring and overlooking alignment of sectoral plans with the Integrated Development Plan
- Strategic support to Municipal Manager, and management in aspects of strategic

- management, performance management system and organizational development
- Develop a system of checks and balances with regard to implementation of Council resolutions, strategic decisions taken by Provincial and National IGR forums
 - Provide guidelines and information on the Performance Management System and Organizational Development
 - Assist in managing the interface between the Office of the Municipal Manager and other senior managers in the district municipality
 - Assist in the co-ordination of the operations of the district municipality's management team
 - Identification of strategic capacity building needs
 - Supporting the Municipal Manager in implementation of organizational performance management and monitoring implementation of priority projects
 - Oversee the Organizational Development of the institution including the institutional plan.
 - Development and co-ordination of an integrated strategic planning framework for the District Municipality
 - Assist in the sound administration and management of the staff that is attached to this office,

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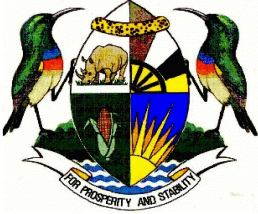
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DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT SERVICES

DIVISIONAL MANAGER: ECONOMIC DEVELOPMENT: POST LEVEL 03

Salary: R 381 684. 00 per annum

Benefits: Normal municipal employee benefits travelling allowance of 750km per month.

Requirements:

A relevant tertiary qualification, Diploma/Degree in Economic Developmental Studies/Economics/Public Administration plus 3 years relevant experience in Economic Development, computer literacy (MS Word/Excel/PowerPoint) and valid driver's license (code 08).

Knowledge:

Knowledge of development planning, facilitation in the public sector context, provincial and national legislative frameworks such as LEGDP. Development economics analysis negotiations, project management, SMME's development, networking, monitoring and evaluation of development projects and presentation skills. The incumbent must be self-driven, be able to cope with workload pressure.

Key Performance Areas:

- Identifies, defines, aligns and implements key requirements associated with the Economic Developmental Functionality
- Manages key processes, applications and requirements related to Economic development, Community Development Frameworks
- Manages economic developmental project processes associated with scoping, resourcing, implementation, monitoring and communication
- Evaluates and comments on statutory economic developmental applications
- Disseminates strategic, functional and operational information on the immediate, short and long term objectives and current economic developments, problems and constraints.
- Develop and implement marketing strategy for the district
- Promote investment for SMME's

- Economic research
- Develop and implement poverty alleviation plans
- Offer Support to Locals on Economic Development issues
- Assist in mobilization of funding for LED project
- Facilitate activities relating to WEDA and other related organs

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**EXECUTIVE SUPPORT
PERSONAL ASSISTANT: SPEAKER – LEVEL 08
(Employment contract linked to term of Office of the Speaker)**

All inclusive remuneration package: R 273 796.80 per annum

REQUIREMENTS

- Grade 12 certificate, Computer literacy plus 2-3 years' experience as an administrator in a political environment. Knowledge of Local Government operation.

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong office administration, communication skills, time management, be able to take minutes and have report writing skills. Must have strong computer knowledge (office applications)

KEY PERFORMANCE AREAS

- Scheduling, confirming and updating the diary of the Speaker and alerting or indicating priority/urgent meeting requiring attention.
- Organising, confirming and scheduling meetings / appointments with internal departments and external stakeholders.
- Arrangements of travelling logistics for the Speaker and full time members of the Mayoral Committee
- Perusing Council and Committee Agenda and Minutes of meetings and identifying with items requiring the attention of the Speaker.
- Maintains and access records of discussions, instructions and correspondences.
- Screen all calls and visitors, take messages and returns calls.
- Receiving and communicating with guests, complaints and/or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention.
- Attend to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding sequences to facilitate accessibility to information.

- Performs administrative activities associated with preparation of documents and correspondence for circulation.

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The Waterberg District Municipality situated in Modimolle in the Province of Limpopo, intends to appoint an Internal Auditing Intern as stipulated below:

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDIT INTERN X2

(Two-year fixed term – internship contract)

STIPEND: R100 000 PER ANNUM (ALL INCLUSIVE)

REQUIREMENTS:

Applicants must have a three- year B-com degree or Diploma in Commerce majoring in Accounting and Auditing or relevant qualification. Have good verbal and written communication skills in English. Must be computer literate.

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

KEY PERFORMANCE AREAS INCLUDE:

- Assist with planning and development of audit program.
- Assist in execution of audit as per audit program
- Assist in reporting audit findings and make recommendations for corrections of unsatisfactory findings
- Assist in conducting follow-up audit

- Assist in conducting management request or ad hoc audits
- Ensure compliance with acceptable audit standards, working papers and pre set plans.
- Give administrative support to audit committee and audit unit
- Review the internal control system of the municipality
- Ensure municipal compliance to MFMA and other applicable legislations

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