

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 posts: Women and disabled are encouraged to apply.

BUDGET AND TREASURY CHIEF FINANCIAL OFFICER

•REF: 4/3/1/ PF-CFO/2019 | Five-Year Fixed Term Employment Contract | Station: Waterberg District Municipality with its Offices in Modimolle Town

Annual Total Remuneration Package: Minimum R857 571; Midpoint R980 082; and Maximum R1 102 590 per annum for a category 3 Municipality (Annual Total Remuneration Package will be determined by competence, qualification, experience and knowledge read together with the guidelines as set out in Government Gazette No. 42023 dated 08 November 2018). The successful incumbent shall be expected to sign an employment contract, performance agreement and disclosure of financial interest form. The candidate recommended for appointment to the post must undergo a competency assessment and security vetting. The recruitment for the Chief Financial Officer is in accordance with the Local Government: Regulations on appointment and Conditions of employment of Senior Managers and other relevant legislations and Regulations.

REQUIREMENTS: •At least a Bachelor's degree in Accounting/Finance/Economics or relevant qualification registered on the National Qualifications Framework at NQF Level 7 with a minimum of 360 credits •Minimum of five (5) years experience at middle management and must be in possession of a valid driver's licence •Proficiency in Local Government Financial legislative environment, Treasury Regulations, Supply Chain Management and other legislations governing Municipal Finance •Computer literacy (MS Word, Excel, Project and PowerPoint).

COMPETENCIES: As prescribed in Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers as published in Government Notice. 21 Government Gazette No. 37245 of 17 January 2014.

KEY PERFORMANCE AREAS: •Reporting directly to the Accounting Officer, the incumbent will be expected to perform amongst others: •Provide strategic leadership in Budget and Treasury Office •Develop and continuously evaluate short and long term strategic financial objectives •Ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP and relevant agreements with other sectors of Government •Ensure effective and efficient management and control of municipal bank accounts and investment of surplus funds •Ensure compliance with and implementation of the MFMA •Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA •Assist the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the budget •Perform such budgeting accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may in terms of Section 70 of the MFMA be delegated by the Accounting Officer to the Chief Financial Officer •Knowledge of performance management and reporting •Policy conceptualising, analysis and implementation •Compliance with and implementation of all Council resolutions and policies.

CORPORATE SUPPORT AND SHARED SERVICES NETWORK ADMINISTRATOR

•REF: 4/3/1 PF-NET-ADMIN/19 | Salary: R475 824 (Basic salary per annum excluding municipal employee benefits)
Post Level: 04 | Division: Information Communication and Technology

REQUIREMENTS: •Grade 12 plus a National diploma in IT or Networking Engineering or a Microsoft Certified System Administration Certificate and Microsoft Certified System Engineering Certificate •Minimum of 3 years working experience in municipal IT management systems •A valid Code 08 driver's licence.

KNOWLEDGE AND COMPETENCIES: •Good interpersonal reporting writing •Research and communications skills •Knowledge of project management, data management, network technology, networking standards relevant, IDP, PMS, Budget processes, municipal legislations and value chain analysis •Ability to deal with confidential information •Ability to work independently, long hours and under pressure when necessary to meet deadlines.

KEY RESPONSIBILITIES: •Manage and provide first line Network Support •Analyse and provide recommendations pertaining to the information systems hardware, software and capacitates end-user on specific applications •Responsible for supervising subordinates in the ICT Section •Develop, implement and monitor ICT and security policies •Manage and provide support associated with capability of application networks, servers, software, peripheral devices, connectivity and functionality devices •Responsible for monitoring bandwidth •Installation of new systems and software •Ensure that users' equipment and software in the Municipality are kept up-to-date to keep abreast with new technology •Ensure that the latest anti-virus software, patches and fixes are loaded on the servers as well as user's computers •Ensure that internet security, network security and physical security measures are taken against malicious harm and theft •Ensure that network printers are fully operational, shared for specific users and configurations are set for optimal printing •Implement effective backups and backup strategies •Perform day-to-day network maintenance, check graphs and monitor the overall health of the network functions.

CORPORATE SUPPORT AND SHARED SERVICES DRIVER/MESSENGER

•REF: 4/3/1-PF-Driver/2019 | Salary: R244 008 per annum (Basic salary excluding municipal employee benefits)
Post Level: 09 | Division: Legal and Administration

REQUIREMENTS: •Grade 10 certificate plus a valid Code EB driver's licence •Minimum of 2 years experience as a driver/messenger •Ability to communicate in at least two official languages, preferably Sepedi and English.

KNOWLEDGE AND SKILLS: •Knowledge of various Local Municipalities within the Waterberg District Municipalities and the Limpopo Province •Ability to read street maps •Ability to work independently and cope with workload pressure •Willingness to work irregular hours, including weekends •Planning •Driving •Map reading •Time management •Good interpersonal relations.

KEY PERFORMANCE AREAS: •Drive and deliver Council agendas •Collect mail from the Post Office •Provide vehicle maintenance, i.e. cleaning and taking all vehicles for service •Render messenger services •Relief the Executive Mayor's driver •Assist the Document Processing Clerk with bulk copies and binding agendas for meetings.

BUDGET AND TREASURY OFFICE FINANCIAL MANAGEMENT INTERN MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME

•REF: 4/3/1-PF-MFMP/2019 | Salary: R100 000 per annum (an all-inclusive package) | Two-year internship contract

REQUIREMENTS: •Applicants must possess a three-year BCom degree/diploma in Financial Management (Economics, Accounting or Finance), including either Risk Management and/or Auditing, among others •No experience required •The intern will work closely with the Chief Financial Officer.

CONDITIONS: 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 others, 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 MFMP 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, 2003 (Act No. 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 University of Technology training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette No. 29967 of June 2007.

KEY PERFORMANCE AREAS: •Implementation of GRAP and Budget Reforms •Financial and performance reporting •Change, risk and project management •Expenditure and revenue management •Supply chain/procurement management •Implementation of the Municipal Finance Management Act •Asset Management.

CLOSING DATE: 02 AUGUST 2019 AT 16H00

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's licence and a signed covering letter that indicates the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand-delivered at: The Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background checks and security vetting will be done for all the suitable candidates.

Further enquiries may be directed to Ms R.P.T. Makibelo, tel. 014 718 3367 or Mr J. Matlou, tel. 014 718 3339 during office hours.

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date, please consider your application unsuccessful. The Waterberg District Municipality reserves the right not to appoint or fill the advertised posts.

M.M. MALULEKA - MUNICIPAL MANAGER



WATERBERG MUNICIPALITY