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.

RE-ADVERT

MUNICIPAL MANAGER
(5 – YEAR FIXED TERM EMPLOYMENT CONTRACT)
REF: PF-MM/02/2017

Annual Total Remuneration Package: Minimum R 885 394.00, midpoint R 994 824.00, maximum R 1,104 255.00 per annum for a category 2 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 40118 dated 4 July 2016).* The successful incumbent shall be expected to sign employment contract, performance agreement and disclosure of financial interest form. The candidates recommended for appointment to the post must undergo a competency assessment and security vetting. The recruitment for the Municipal Manager is in accordance with the Local Government: Regulations on appointment and Conditions of employment of Senior Managers and other relevant legislations and Regulations.

The incumbent will be stationed at Waterberg District Municipality with its Offices in Modimolle Town.

REQUIREMENTS: Bachelor Degree in Public Administration / Political Science / Social Science / Law or equivalent. The applicant must have a minimum of five (5) years relevant experience at senior management level and have proven successful institutional transformation within public or private sector. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle.

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

The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 of 17 January 2014:

- Strategic direction and leadership; people management; program and project management; financial management; change management; government leadership
- Moral competence; planning & organising; analysis & innovation; knowledge & information management; communication and results & quality focus

KEY PERFORMANCE AREAS:

As the head of administration, the incumbent will subject to the policy direction of the municipal council responsible and accountable for:

- The formation and development of an economical, effective, efficient and accountable administration;
- The management of the municipality's administration in accordance with Municipal Systems Act 32 of 2000, and other legislations applicable to the municipality;
- The implementation of the municipalities integrated development plan and monitoring progress with implementation of the plan;
- The management of the provision of services to the local community in a sustainable and equitable manner;
- The appointment of staff other than those referred to in municipal systems act 32 of 2000 section 56 (a), subject to the employment equity act 55 of 1998;
- The management , effective utilization and training of staff;
- The maintenance of discipline of staff;
- The promotion of sound labour relations and compliance by the municipality with application labour legislation;
- Advising the political structures and political office bearers of the municipality;
- Managing communication between the municipality's administration and its political structures and political office bearers;
- Carrying out the decisions of the political structures and political office bearers of the municipality;
- The administration and implementation of the municipality's by-laws and other legislations;
- The exercise of any powers and performance of any duties delegated by the municipal council, or sub delegated other delegating authorities of the municipality, to the municipal manager in terms of MSA 32 of 2000 Section 59;
- Facilitating participation by the local community in the affairs of the municipality; developing and maintain a system whereby community satisfaction with municipal services is assessed;
- The implementation of national and provincial legislation applicable to the municipality;
- Responsible and accountable for all assets and the discharge of all liabilities of the municipality;
- Responsible and accountable for all income and expenditure of the municipality;
- Responsible and accountable for proper and diligent compliance with Municipal Finance Management Act 56 of 2003
- Ensure implementation of Council Policies and Resolutions;
- Represent the Municipality at Provincial and National Forums;

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license (not older than three months) and covering letter that indicate the position you are applying for and must be sent by post to: The Executive Mayor, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27.

Faxed, e-mailed applications and those applications not made on an official application form will not be considered.

Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.

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

NB: CANDIDATES WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY

CLOSING DATE: 02 AUGUST 2017 @ 15H00

Should you not be contacted within 90 days of the closing date please accept that your application was unsuccessful. Correspondences will be entered into with shortlisted candidates only.

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

NS MATABOGE
EXECUTIVE MAYOR

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RE-ADVERT

MANAGER INFRASTRUCTURE DEVELOPMENT
(5 – YEAR FIXED TERM EMPLOYMENT CONTRACT)
REF: PF-MID/03/2017

Annual Total Remuneration Package: Minimum R 726 954, midpoint R 816 803, maximum R 906 651 per annum for a category 2 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 40118 dated 4 July 2016).* The successful incumbent shall be expected to sign employment contract, performance agreement and disclosure of financial interest form. The candidates recommended for appointment to the post must undergo a competency assessment and security vetting. The recruitment for the Manager Infrastructure Development is in accordance with the Local Government: Regulations on appointment and Conditions of employment of Senior Managers and other relevant legislations and Regulations.

The incumbent will be stationed at Waterberg District Municipality with its Offices in Modimolle Town.

REQUIREMENTS: Bachelor of Science Degree in Engineering/BTech: Engineering or equivalent. The applicant must have a minimum of five (5) years relevant experience at middle management level, or as programme/project manager; and 3-4 years must be at professional/management level engineering management. Certificate of competency as required in terms of the General Machinery Regulations, 1988; or Registration with a recognised relevant engineering professional body will be an added advantage. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle.

KNOWLEDGE:

- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Must have extensive knowledge of the public office environment; and
- Must be able to formulate engineering master planning, project management and implementation

The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 of 17 January 2014:

- Strategic direction and leadership; people management; program and project management; financial management; change management; government leadership
- Moral competence; planning & organising; analysis & innovation; knowledge & information management; communication and results & quality focus

KEY PERFORMANCE AREAS:

As the Manager Infrastructure Development, the incumbent will subject to the policy direction of the municipal council be responsible and accountable for:

- Develops, Implement, Monitor and control capital projects and contract administration;
- Establishing the key performance indicators and measures for determining and accessing the level of service deliver;.
- Ensure the implementation of IDP strategic objectives of the department and district;
- Ensure legal compliance in terms of Occupational Health and Safety Act;
- Project-manage Labour Intensive Projects in line with the Extended Public Works Programme (EPWP) framework and reporting requirements;
- Ensure compliance of all legal aspects and conditions required from the different spheres of government;
- Manage related Municipal Infrastructure Grant Programs (MIG);
- Manage the budget and human resource of the department in line with the council policies;
- Provide institutional and technical support to the local municipalities, Office of the Executive Mayor and Municipal Manager;
- Policy development and technical guidelines and processes;
- Attending Council, Mayoral and Portfolio Committee meetings and implementing the resolutions and policies;
- Liaising with other spheres of government departments and relevant outside bodies.
- Accountable for the development and maintenance of the district roads;
- Efficient and effective development and management of systems, procedures, processes, and resources for the day to day operation of the department;

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Faxed, e-mailed applications and those applications not made on an official application form will not be considered.

Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.

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

NB: CANDIDATES WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY

CLOSING DATE: 02 AUGUST 2017 @ 15H00

Should you not be contacted within 90 days of the closing date please accept that your application was unsuccessful. Correspondences will be entered into with shortlisted candidates only.

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

MA MAMPA
ACTING MUNICIPAL MANAGER

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ADVERT

BUDGET AND TREASURY

DIVISIONAL MANAGER: EXPENDITURE: PL 03

REF: PF- DM: EXP/02/07/2017

SALARY: R 496 344.00 per annum

BENEFITS: **NORMAL MUNICIPAL EMPLOYEE BENEFITS PLUS TRAVEL ALLOWANCE**

REQUIREMENTS

National Diploma in Finance/BCom Degree in Accounting and Finance or equivalent, a certificate in Municipal Finance Management will be an added advantage. A minimum of three (3) years appropriate experience in Finance. Computer literacy (MS-word, Excel, Power-point). Valid driver's license.

KNOWLEDGE AND SKILLS

Sound knowledge of MFMA

KEY PERFORMANCE AREAS

- Identifies and defines the short to medium term objectives and priorities of the Expenditure section encapsulating expenditure, assets and remuneration control functionalities;
- Directs and controls the Key Performance Indicator's and outcomes of personnel within the Section;
- Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Section's structure;
- Manages applications and sequences associated with recording, adjustment, updating, authorization and execution of expenditure and related transactions;
- Manages applications and sequences associated with recording, adjustment, updating, authorization and execution of expenditure transactions;

- Manages applications and sequences associated with recording, adjustment, updating, authorization and execution of asset transactions and the asset register;

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Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates
Further enquiries may be directed to Ms. P Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 02 AUGUST 2017 @ 15H00

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.

MA MAMPA
ACTING MUNICIPAL MANAGER