

BUDGET AND TREASURY REPORTING ACCOUNTANT - POST LEVEL 05

•Ref: PF-ACCTNT/13/09/2018 | **Salary: R394 716** per annum | **Benefits:** Normal Municipal Employee Benefits

REQUIREMENTS: •Grade 12 plus a Bachelor's degree in Accounting •Municipal Financial Management Act Programme Certification •Two (2) years relevant experience in accounting •Computer literate (MS Office Applications) •A valid Code C1 driver's licence •The candidate must not have any criminal record.

KNOWLEDGE AND SKILLS: •Good interpersonal and communications skills •Ability to work independently.

KEY RESPONSIBILITIES: •Budget monitoring and reporting •Management of immoveable assets •Assist in the preparation of the Annual Financial Statement (AFS) •Staff supervision.

EXECUTIVE SUPPORT MPAC RESEARCHER - POST LEVEL 06

•Ref: PF-MPAC/19/09/2018 | **Salary: R348 756** per annum | **Benefits:** Normal Municipal Employee Benefits

REQUIREMENTS: •Grade 12 plus a National diploma in Public Administration •Three (3) years working experience in office administration plus computer literacy (MS Word/Excel/PowerPoint) •A valid South African Code 08 driver's licence.

KNOWLEDGE AND SKILLS: •Good research and interpersonal relations •Strong office administration and communication skills •Time management •Ability to take minutes and use a recording system •Report writing skills.

KEY RESPONSIBILITIES: •Conduct research in support of the Municipal Public Accounts Committee •Provide administrative support to MPAC •Provide researched information on various issues of policy formulation and development •Prepare annual schedules/Programme of Action for MPAC •Assist in the preparation of speeches on behalf of the Chairperson of the Municipal Public Account Committee •Help the committee to undertake any investigation and compile a report •Coordinate interviews with management on the AGs findings •Obtain legal, technical and other specialised assistance required to exercise functions and duties of MPAC •Facilitate minutes, agendas and notifications to the committee •Compile MPAC reports •Help arrange Public Hearings to be conducted by the Committee.

OFFICE OF THE MUNICIPAL MANAGER IDP OFFICER - POST LEVEL 06

•Ref: PF-IDP/17/09/2018 | **Salary: R348 756** | **Benefits:** Normal Municipal Employee Benefits

REQUIREMENTS: •Grade 12 and a National diploma in Development Planning and Management plus two (2) years relevant experience in local government •Computer literate (MS Office Applications) •A valid Code C1 driver's licence.

KNOWLEDGE AND SKILLS: •Good understanding of integrated planning management principles •High level computer literacy and recognised project management systems •Good planning, organising, presentation and communication skills.

KEY RESPONSIBILITIES: •Conduct public participation process as per IDP process plan •Collect and analyse data •Facilitate internal communication in terms of the IDP process and plan •Participate and contribute in Inter-Governmental alignment •Participate in institutional development and transformation processes •Work with the IDP Head in supporting the District and five (5) local municipalities •Prepare the IDP Framework/Process Plan •Collate and capture data/planning baseline information •Coordinate and facilitate the District strategic planning process •Facilitate the District's process of project design and specification •Coordinate and facilitate horizontal and vertical alignment process •Compile the IDP reports and documents •Manage the unit equipment's.

BUDGET AND TREASURY ASSET CLERK - POST LEVEL 08

•Ref: PF-ASSETS C/12/09/2018 | **Salary: R272 160** per annum | **Benefits:** Normal Municipal Employee Benefits

REQUIREMENTS: •Grade 12 and a National diploma in Accounting plus two (2) years relevant assets management working experience •Knowledge of GRAP and IFRS will be an advantage •Computer literate (MS Office Applications) •A valid Code C1 driver's licence •The candidate must not have any criminal record.

KNOWLEDGE AND SKILLS: •Good interpersonal and communications skills •Ability to work independently.

KEY RESPONSIBILITIES: •Administration of immoveable assets •Capture assets onto the system and generate barcodes •Request for the necessary documentation from end-user departments •Upload pictures and documents on the system •Keep record of all relevant immovable asset documentation in preparation for the audit file •Invite and inform stakeholders of meetings scheduled for site visit for the purposes of asset verification •Distribute information on disposal of assets to internal and external stakeholders •Update the asset register with all acquisitions of new assets, transfers and disposals •Gather and prepare all relevant project documentation during the process of unbundling assets •Maintain a file of all documentation •Maintenance of immovable assets.

CORPORATE SUPPORT AND SHARED SERVICES HUMAN RESOURCES CLERK - POST LEVEL 08

•Ref: PF-HR/16/09/2018 | **Salary: R272 160** | **Benefits:** Normal Municipal Employee Benefits

REQUIREMENTS: •Grade 12 and a National diploma in Human Resources Management plus two (2) years relevant generalist experience in Human Resource Management •Computer literate (MS Office Applications) •Knowledge of Payday System (Human Resource Related Modules) •A valid Code C1 driver's licence.

KNOWLEDGE AND SKILLS: •Knowledgeable in administration of staff, recruitment and selection, employee records and employee benefits •Thorough knowledge of HR practices, legislation and policies applicable to Human Resource •Good interpersonal and communications skills •Ability to interpret HR policies and related legislations •Ability to deal with confidential information and work independently, long hours and under pressure to meet deadlines.

KEY RESPONSIBILITIES: •Administer the process of recruitment within the Municipality •Collect and prepare quantitative (statistics) information for the division •General administrative duties related to the HR Division •Administer leave, benefits and allowances as well as termination of service •Administer a proper filing system and procedures for employee, councillors' and HR records •Provide training and advisory in the application of employee benefits.

INFRASTRUCTURE DEVELOPMENT SECRETARY TO MANAGER: INFRASTRUCTURE DEVELOPMENT - POST LEVEL 08

•Ref: PF-SEC-ID /18/09/2018 | **Salary: R272 160** per annum | **Benefits:** Normal Municipal Employees Benefits

REQUIREMENTS: •An appropriate level of secondary education and/or diploma in Public Administration plus one (1) year experience within a municipal environment in office administration •Sound computer knowledge (MS office Applications).

COMPETENCIES AND SKILLS: •Good interpersonal relations •Strong office administration •Communication (verbal and written) •Time management •Basic accounting skills.

KEY RESPONSIBILITIES: •Schedule and update appointments on behalf of the Manager: Infrastructure Development •Confirm travel and accommodation details, attend to specific business arrangements and brief management on itinerary and specific requirements prior to departure •Confirm availability and reserve the Conference/Board Room for scheduled meetings and/ or coordinate arrangements/set-up in accordance with requirements •Arrange and schedule meetings with internal/external departments, professionals, contractors, etc. and prepare/circulate notifications and agendas •Record details of discussions/actions at meetings and prepare draft minutes for perusal and confirmation prior to circulation •Retrieve/access information/files/correspondence on request and/ or conduct searches on electronic mediums to elicit information on specific subjects/ topics for perusal at Executive level •Attend to the filing of confidential/general documentation and correspondence •Remove and/or insert copies in specific files and/or control and update coding/indexing sequences to facilitate accessibility to information.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES ENVIRONMENTAL HEALTH PRACTITIONER - POST LEVEL 08

•Station: Thabazimbi | Ref: PF – EHP/06/09/2018 | **Salary: R272 160** per annum | **Benefits:** Normal Municipal Employee Benefits

REQUIREMENTS: •Grade 12 and a National diploma in Environmental Health and registration with the Health Professional Council of South Africa •One (1) year experience in Community Service •A valid Code 08 driver's licence •Ability to cope with workload pressure and willingness to work long hours •Computer literacy (MS Word, Excel and PowerPoint).

KNOWLEDGE: •Extensive knowledge and understanding of municipal health operations •In-depth knowledge of legislations regulating municipal health •Knowledge of all aspects of community health operations.

SKILLS: •Planning, organising and management skills •Ability to interface effectively with internal and external clients •A strong team player and an excellent motivating skills •Analytical, negotiation, project management, networking and presentation skills •Conflict management.

KEY RESPONSIBILITIES: •Control premises, facilities and goods to ensure compliance with regulations and procedures •Control outbreak of communicable diseases to ensure the containment of the diseases •Implement municipal health principles •Execute municipal health procedures by investigating and monitoring compliance with statutory municipal and environmental health legislations and by-laws •Identify and control activities that present health threat to the communities within Waterberg •Create awareness of the importance of health •Compile monthly reports on investigations, productivity, etc.

EXECUTIVE SUPPORT PROTOCOL ASSISTANT - POST LEVEL 09

•Ref: PF-PROTOCOL/14/09/2018 | **Salary: R229 116** per annum | **Benefits:** Normal Municipal Employee Benefits

REQUIREMENTS: •Grade 12 plus a diploma in International Relations/Diplomacy/Public Relations/Security Management with International Relations as an area of specialisation •At least two (2) years relevant experience in Protocol Management Services, Intergovernmental/International Relations and project management •Computer literate (MS Office Applications) •A valid Code C1 driver's licence (Code C1).

KNOWLEDGE AND SKILLS: Good interpersonal and communications skills. Be able to work independently

KEY RESPONSIBILITIES: •Co-ordinates international & national visits by Political team and other Municipality Executives •Provide input into a municipality guide to protocol and etiquette; •Provide effective management of protocol services for planned as well as unplanned events; •Coordinate induction programme for council and new board members on issues relating to protocols •Plan, conduct research and facilitate international study tours •Secure diplomatic passports/visa for internal stakeholders undertaking official business trips •Receive, accompany and see off official delegations and government guests. •Renders protocol support function.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES STATION: FIRE FIGHTER - LEVEL 09

•1 X Bela-Bela: Ref: PF-FF/11 /09/2018

•1 X Thabazimbi: Ref: PF-FF/10/09/2018

Salary: R229 116 per annum | **Benefits:** Normal Municipal Benefits

REQUIREMENTS: •Grade 12, Fire Fighter II, Hazmat Operations, First Aid Level 3 or Level 2 Certificate in Fire Engineering from SAQA accredited Institutions •Registration with the HPCSA •A valid South African Code C1 driver's licence.

KNOWLEDGE AND SKILLS: •Thorough knowledge of Standard Operating Procedures, language proficiency and outstanding leadership qualities •Computer literate •A courageous and calm individual with initiative and a keen sense of discipline.

CONDITIONS OF SERVICE: •Working shifts and six days a week •Standby duties as per shifts.

KEY RESPONSIBILITIES: •Perform effective firefighting, special and rescue services in and outside Thabazimbi jurisdictional area •Perform testing, maintenance, cleaning functions, hydrants and hose reels on all emergency vehicles and equipment •Perform, on a shift basis, communication center functions •Receive classroom and in-task training in firefighting, Emergency medical services, rescue, hazardous materials response and basic fire prevention, fire department rules, regulations and procedures, studies fire hazards, firefighting techniques, fire codes and related subjects •Participate in fire prevention inspections and programmes •Respond to emergency calls within prescribed reaction times to incidents in the area of jurisdiction as well as areas subject to agreements made by the Waterberg District Municipality •Handle tasks related to testing and maintenance, fire call and reports •Provide demonstrations regarding fire safety/first aid firefighting to educational institutions, retirement homes, hospitals, commerce and other institutions •Assist the Fire Prevention function of the fire service.

BUDGET AND TREASURY OFFICE MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME FINANCIAL MANAGEMENT INTERN (Two-year fixed term internship contract)

•Ref: PF MFMIP/19/08/2018 | **Salary: R100 000.00** per annum (all inclusive package)

REQUIREMENTS: •Grade 12 plus a BCom/Bachelor's degree/Three- year diploma in Financial Management majoring in 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 requires, 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 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 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. The programme 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 RESPONSIBILITIES: •Implement GRAP and Budget Reforms •Financial and performance reporting •Change, risk and project management •Expenditure and revenue management •Supply chain/procurement management •Implement the Municipal Finance Management Act •Asset management.

OFFICE OF THE MUNICIPAL MANAGER INTERNAL AUDIT INTERN (Two-year fixed term internship contract)

•Ref: PF-IAI /20/09/18 | **Stipend: R100 000** per annum (all inclusive package)

REQUIREMENTS: •Grade 12 plus a BCom/Bachelor's degree/Three- year diploma in Commerce majoring in Accounting and Auditing or a relevant qualification •Good verbal and written communication skills in English •Computer literate.

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 requires, 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.

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KEY RESPONSIBILITIES: •Assist with planning and development of the audit programme •Assist in the execution of audit as per the audit programme •Assist in reporting audit findings and make recommendations for corrections on unsatisfactory findings •Assist in conducting follow-up audits •Assist in conducting management request or ad hoc audits •Ensure compliance with acceptable audit standards, working papers and pre-set plans •Provide administrative support to the audit committee and audit unit •Review the internal control system of the Municipality •Ensure municipal compliance to the MFMA and other applicable legislations.

CLOSING DATE: 10 OCTOBER 2018 AT 15H00

All applications must be submitted on an official Waterberg District Municipality 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 licence (not older than three months) and covering letter that indicates the position you are applying for and must be sent by post to: The Acting Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand-delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27.

Faxed and e-mailed applications and those applications not made on an official application form will not be considered. Qualifications, employment background checks and security vetting will be done for all short-listed candidates.

Further enquiries may be directed to Ms P. Makibelo, tel. 014 718 3367 (during office hours).

Should you not be contacted within 90 days of the closing date, please accept that your application has been unsuccessful. The Waterberg District Municipality reserves the right NOT to fill the advertised posts.

L.G. TLOUBATLA - ACTING MUNICIPAL MANAGER

