

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 persons are encouraged to apply.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES - POST LEVEL 05 HEAD: MUNICIPAL HEALTH SERVICES

•**REF:** HMHS/02/03/2019 | **Salary:** R394 716.00 per annum | **Benefits:** Normal municipal employee benefits
Station: Modimolle Municipal Area

REQUIREMENTS: •A three-year National diploma in Environmental Health •Registered with HPCSA as an Environmental Practitioner plus 3 to 4 years experience in an environmental or municipal health related field •A valid Code 08 driver's licence.

KNOWLEDGE: •Municipal services programme administration •Inspection procedures •Applicable by-laws and procedures •National safety and health legislation •Monitor enterprise compliance with health standards •Water sampling and testing techniques •Water and sanitation systems management •Basic knowledge of mechanical, plumbing, heating and electrical systems.

SKILLS AND COMPETENCIES: •Team leadership and management •Supervisory and human resource management •Effective public relations and public speaking skills •Cultural awareness and sensitivity •Computer literacy (MS Word, Excel and PowerPoint).

KEY RESPONSIBILITIES: •Identify with the Community Services Strategy with respect to service delivery •Implement and monitor the short-term plans/objectives for Environment Health functionality •Direct and monitor the Key Performance Indicators and outcomes of personnel within the Environmental Health Section •Formulate and implement procedures, systems and control to regulate specific work sequences and general practices •Co-ordinate specific administrative and reporting requirements associated with the key performance and result indicators of the functionality •Develop sustainable indicators appropriate for effectiveness of Environmental Management Systems •Conduct environmental health impacts assessments •Identify pollution agents and their source •Monitor hygienic working, living and recreational environments •Ensure that personnel act in accordance with powers assigned by legislation and follow correct legal procedures •Promote and develop the delivery of a community education/awareness programmes •Prepare and submit reports to the Divisional Manager: Municipal Health.

BUDGET AND TREASURY REPORTING SPECIALIST

•**REF:** PF-RS001/03/19 | **Salary:** Negotiable | **Benefits:** Normal municipal benefits

REQUIREMENTS: •Grade 12 plus a Bachelor's degree in Accounting or Finance •A Certificate in Municipal Finance Management Programme (MFMP) (SAQA qualification ID No. 48965) will serve as an advantage •Minimum of 5 years experience in financial management, of which 2 years must be at supervisory level •Good governance, ethics and values in financial management •Computer literacy (MS Word, Excel and PowerPoint) •A valid Code 08 driver's licence.

KNOWLEDGE: •Municipal Finance planning and reporting •Knowledge and understanding of the legislative framework governing financial reporting in Local Government, including Generally Recognised Accounting Practices (GRAP) •Knowledge and understanding of the municipal environment.

COMPETENCIES: •People management •Programme and project management •Planning and organising •Analysis and innovation •Strategic and operational financial management •Financial and performance reporting •Governance leadership •Communication.

KEY RESPONSIBILITIES: •Support the Chief Financial Officer to analyse and evaluate the financial report to understand the impact •Manage the timely preparation, submission and publication of statutory report •Ensure that the content of financial reporting is specific, measurable, accurate, valid, reliable and time specific •Strategically direct and manage the provision of financial management and reporting support services to the Municipality •Assess and monitor the impact of financial and non-financial changes on plans, including national and provincial policy statement changes •Manage the implementation of service delivery plans within the legislative and regulatory framework pertaining to the area of responsibility •Identify and manage all financial risks in plans •Format plans, strategies and goals based on the past and current performance and financial position of the Municipality •Manage the development of financial models and scenario plans to support decision making processes •Support the Chief Financial Officer in overseeing the financial management, tax implications and performance of service delivery mechanisms, both internal and external as well as outsourced service agreements •Monitor and address non-compliance with financial management policies and procedures •Assist with the budget preparation, adjustment and implementation process •Support the Chief Financial Officer in ensuring that the budget is aligned to the relevant policies and the Integrated Development Plan and Service Delivery and Budget Implementation Plan •Report on capital and operational budget expenditure •Monitor and manage irregular, unauthorised and/or wasteful expenditure •Report on the Municipality's revenue management programme, including Debt Collection and Credit Control •Report on grants in line with legislative requirements and national guidelines •Report on the rates and tariff system of the Municipality •Ensure that the relevant audit authorities have timely access to the financial records and all relevant information of the Municipality to enable them to perform their respective functions.

CLOSING DATE: 18 APRIL 2019 AT 16H15

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 licence and a cover letter that indicates the reference number and 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 to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background checks and security vetting will be done for all shortlisted candidates. Further enquiries may be directed to Ms R.P.T. Makibelo or Mr M.J. Matlou on 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.

M.M. MALULEKA - MUNICIPAL MANAGER



WATERBERG MUNICIPALITY