



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.

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;

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 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, 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.

CLOSING DATE: 24 MAY 2017 AT 16H00

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.

**M S MABOTJA
MUNICIPAL MANAGER**



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BUDGET & TREASURY OFFICE

SECTION: SUPPLY CHAIN MANAGEMENT

POSITION: PROCUREMENT OFFICER: POST LEVEL 6; Ref: ProcO/04/2017

SALARY: R 303 600.00

BENEFITS: NORMAL MUNICIPAL EMPLOYEES BENEFITS

REQUIREMENTS

- B.Com Degree/Diploma in Public Finance Management and Administration/ Accounting /Supply Chain/Purchasing/Procurement Management.
- 3 years' experience in the field of Supply Chain or Local Government Finance, Procurement. A certificate in Municipal Financial Management Programme (MFMA) or CPMD will be an added advantage.
- Applicants should have a high level of discipline, communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills. Thorough knowledge of Local Government Procurement Regulations and MFMA, Computer Literacy and a valid driver's license.

COMPETENCY AREAS

- Governance, ethics and financial management
- Operational financial management
- Financial and performance reporting
- Risk and change management
- Legislation policy and implementation
- Supply chain management

KEY RESPONSIBILITIES

- Establish and manage an effective demand, acquisition, logistics, disposal, risk, contract and supply chain performance management system.
- Prepare and review procedures, policies, templates, workflows, standard bid documentation, standardized reports, and systems to ensure an effective system of

acquisition management

- Assist in the promotion and implementation of BEE Programs
- Manages the flow/distribution of SCM information within the Municipality to ensure user departments are informed of all information pertaining to SCM as per National Treasury Guidelines
- Provides internal support to Departments on Procurement, Contract and Tendering issues
- Compilation of Statutory reports in terms of the MFMA and the Supply Chain Management Regulations
- Supervise procurement staff in the SCM Unit.
- Administering and coordinating the public invitation for quotations, competitive bids and the handling, opening and recording of bids.

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