



DITSOBOTLA LOCAL MUNICIPALITY

DITSOBOTLA LOCAL MUNICIPALITY is inviting applications from competent and suitably qualified persons for the following positions:

MUNICIPAL MANAGER

The position is a five (5) year term performance contract which is based at any Municipal Office within the area of Ditsobotla Local Municipality. The incumbent will be subjected to signing an employment contract, performance agreement, disclosure of financial interest and undergo security vetting and competency assessment test. Total remuneration package for the position will be determined in terms of Government Gazette No 40117 dated 1 July 2016.

TOTAL REMUNERATION PACKAGE: (i.e. Minimum -R1 011 686-00, Midpoint – R1 176 380-00 and Maximum - R1 341 073-00)

REQUIREMENTS: • B Degree in Public Administration/Political Sciences/Social Sciences/Law or equivalent • A postgraduate qualification in fields related to public administration will be an added advantage. • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007. • Five years relevant experience at senior management level • Have proven successful institutional transformation within public or private sector • Valid driver's licence and NO criminal record.

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 • Ability to be an innovative and strategic leader. • Good facilitation and communication skills

KEY PERFORMANCE AREAS: • The overall management of the Municipality in order to ensure efficient and effective provision of services, promoting economic growth, facilitation social and economic development, and long term sustainability of the Municipality. • The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community. • Perform all functions, duties and responsibilities as contained in the relevant local government legislations such as, but not limited to, The Constitution, MFMA, Municipal Structures Act, Municipal Systems Act, Promotion of Administrative Act etc. • Ensuring the streamlining of staff towards core basic service delivery.

DIRECTOR: COMMUNITY SERVICES

The position is a five (5) year term performance contract which is based at any Municipal Office within the area of Ditsobotla Local Municipality. The incumbent will be subjected to signing an employment contract, performance agreement, disclosure of financial interest and undergo security vetting and competency assessment test. Total remuneration package for the position will be determined in terms of Government Gazette No 40117 dated 1 July 2016.

TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R835 477-00, Midpoint- R965 869-00 and Maximum - R1 096 262-00)

REQUIREMENTS: • Bachelor Degree in Social Sciences/ Public Administration/ Law or equivalent. • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007. • Five years relevant experience at middle management level, • Have proven successful institutional transformation with public or private sector • Added advantage: Registration with the South African Council for Social Service Professionals (SACSSP); or similar recognised relevant professional body • Valid driver's licence and NO criminal record.

KNOWLEDGE: • Good knowledge and understanding of relevant policy and legislation • Good understanding of institutional governance systems and performance management • Understanding of council operations and delegation of powers as – * Environmental service management * Parks and Cemetery management * Public safety and * Libraries and facilities • Must have extensive knowledge of the public office environment; and • Budget and finance management • Ability to be an innovative and strategic leader. • Good facilitation and communication skills

KEY PERFORMANCE AREAS; • Providing strategic leadership and planning for the department. • Compiling departmental SDBIP, monitoring and reporting on programme implementation. • Ensuring the development of appropriate strategies, policies and plans for all relevant areas are in place. Directing the implementation of specific procedures, systems and controls associated with key functional embodied in the community services departmental structure. • Ensuring public safety, which amongst others includes traffic management, security management and law enforcement. • Ensuring environmental management in general. • Managing community facilities e.g. community halls, sports fields, libraries and other municipal properties. Executing any other duties that may be assigned by the Municipal Manager.

DIRECTOR: ECONOMIC DEVELOPMENT & PLANNING

The position is a five (5) year term performance contract which is based at any Municipal Office within the area of Ditsobotla Local Municipality. The incumbent will be subjected to signing an employment contract, performance agreement, disclosure of financial interest and undergo security vetting and competency assessment test. Total remuneration package for the position will be determined in terms of Government Gazette No 40117 dated 1 July 2016.

TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R835 477-00, Midpoint- R965 869-00 and Maximum - R1 096 262-00)

REQUIREMENTS: • BSC Degree in Building Sciences/ Architect/Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent. • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007. • Five years relevant experience at middle management level and • Have proven successful Professional Development/ Town and Regional Planning experience • Added advantage: Project management Certificate or Diploma; or • Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002) • Valid driver's licence and NO criminal record.

KNOWLEDGE: • Good knowledge and understanding of relevant policy and legislation • Good understanding of institutional governance systems and performance management • Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) • Knowledge of geographical information systems and • Knowledge of spatial, town and development planning • Budget and finance management • Ability to be an innovative and strategic leader. • Good facilitation and communication skills

KEY PERFORMANCE AREAS: • Co-ordination and facilitation of strategic planning of economic development as well as management of LED initiatives, i.e SMME's tourism development,

economic policy and research (including investments and trade promotions) • Development and implementation of land management strategies and spatial plans • Town planning and township establishment • Housing matters • Poverty alleviation • Promotion of social and economic development • Development of organisational and developmental vision and strategy and ensuring implementation • Directing, planning and monitoring of the utilisation of resources in order to perform activities • Directing, development and managing of systems, policies, procedures and processes to ensure correct working operations and practices.

DIRECTOR: TECHNICAL SERVICES

The position is a five (5) year term performance contract which is based at any Municipal Office within the area of Ditsobotla Local Municipality. The incumbent will be subjected to signing an employment contract, performance agreement, disclosure of financial interest and undergo security vetting and competency assessment test. Total remuneration package for the position will be determined in terms of Government Gazette No 40117 dated 1 July 2016.

TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R835 477-00, Midpoint- R965 869-00 and Maximum - R1 096 262-00)

REQUIREMENTS: • Bachelor of Science Degree in Engineering/BTech Engineering or equivalent. • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007. • Five years relevant experience at middle management level or as programme/project manager and • Five years must be professional / management level / engineering management experience • Certificate of competency as required in terms of the General Machinery Regulations, 1988 or Registration with a recognised relevant engineering professional body • Valid driver's licence and NO criminal record. • Good facilitation and communication skills

KNOWLEDGE: • Good knowledge and understanding of relevant policy and legislation • Good understanding of institutional governance systems and performance management • Must have extensive knowledge of the public office environment; • Budget and finance management • Ability to be an innovative and strategic leader. • Good facilitation and communication skills in at least two of the three official languages • Certificate of competency as required in terms of the General Machinery Regulations, 1988 or • Registration with a recognised relevant engineering professional body

KEY PERFORMANCE AREAS: • Manage the provision of services to the local community in a sustainable and equitable manner, including but not limited to the following functions: Provision of water, sanitation, roads and storm water and sewerage, full responsible for the management, operation, maintenance, planning and administration of the electricity network. • Provide advisory services to the Council regarding all aspects falling within his/her scope of work and carrying out their decisions. • Develop, implement and manage strategic goals, policies, procedures, and plans for the directorate under his/her control. • Develop policies and guidelines for the effective operation of services delivery. • Develop a program for infrastructural services delivery with the municipal area in line with the IDP, and overseeing its implementation • Coordinate and supervise the management of own funded projects, implementing National Building Regulations, taking the required responsibility as defined in the occupational Health and Safety Act, Act No 85 of 1993 its regulations.

MANAGER: PMU

The position is a three (3) year performance based contract
REMUNERATION PACKAGE: R497 496-00 per annum (excluding service benefits)

REQUIREMENTS: • BSc Civil Engineering degree plus project management. • 3-5 years appropriate proven experience in project management • Computer literacy in MS Software packages viz. Word, Excel, Project etc. • A valid code B driver's licence. • Good communication and presentation skills. • Registration with the Engineering Council of South Africa (ECSA) or in a process of being registered is pre-requisite

KEY PERFORMANCE AREAS: • Manage MIG funding within the municipal accounting system, • Coordinate and integrate all projects being managed by the PMU, • Commission and manage projects feasibility studies, • Commission and manage the development of projects business plans, • Manage contracts with contractors and consultants for each project, including contracts for feasibility studies, • Manage MIG projects and all activities related thereto, • Ensure MIG projects meet planning objectives and targets, • Ensure that projects related capacity building and development objectives are met, • Manage and monitor the databases of all MIG projects, • Manage the preparation of all necessary reports to both council and to the MIG Management Unit, • Ensure alignment of MIG projects with IDP's and PGDS, • Manage the compliance of MIG projects with the Extended Public Works Programme (EPWP), • Evaluate the MIG Programme and assess its impact, • Manage PMU staff and its output, and • Manage and control liaison with the provincial and national PMU's, community, contractors and consultants.

NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED

A covering letter and a detailed CV with at least three contactable referees must be forwarded to the attention of the Acting Municipal Manager. Please include certified copies of all qualifications with your application. Your application must be put in a sealed Envelope which must be marked "Application for Manager: PMU", or "Application for Director Community Services" or "Application for Director: Economic Development & Planning" or Application for Director: Technical Services" must be forwarded to:

DITSOBOTLA LOCAL MUNICIPALITY
ACTING MUNICIPAL MANAGER
P.O. BOX 7, LICHTENBURG, 2740

Applications for the position of the Municipal Manager must be forwarded to:

DITSOBOTLA LOCAL MUNICIPALITY
HONOURABLE MAYOR
P.O. BOX 7, LICHTENBURG, 2740

For further information contact Human Resources at 018 633 3854/55/56/ or 3901

Incomplete applications or those received after the closing date will not be considered. Correspondence will be limited to short-listed candidates. People who have previously been dismissed in other Municipalities / Department should **NOT** apply.

CLOSING DATE: 18 NOVEMBER 2016 @ 12H00

DITSOBOTLA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITIES, AFFIRMATIVE ACTION AND THE EMPLOYMENT EQUITY ACT. DESIGNATED PEOPLE ARE ENCOURAGED TO APPLY

MR M. JUTA
ACTING MUNICIPAL MANAGER