



DITSOBOTLA LOCAL MUNICIPALITY



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

The positions are a five year (5) fixed term performance based contract which is based at any Municipal Office within the area of Ditsobotla Local Municipality.

The relevant MFMA Unit Standards is preferred, however a grace period of eighteen (18) months will be provided to obtain the Unit Standards as per publication in the Government Gazette No 40593, Government Notice 91 of 3 February 2017 by the Minister of Finance.

The incumbents 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 below mentioned positions will be determined in terms of Government Gazette No 40117 dated 1 July 2016.

DIRECTOR: ECONOMIC DEVELOPMENT & PLANNING

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. • Five years relevant experience at middle management level and • Have proven successful Professional Developmental/ Town and Regional Planning experience • Added advantage: Project management Certificate or Diploma; or Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007, Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002). • Must be a South African Citizen or permanent resident • 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

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. • Five years relevant experience at middle management level, or as programme/project manager and three to four years must be at professional management level / engineering management experience • Added advantage: Certificate of competency as required in terms of the General Machinery Regulations, 1998; or Registration with a recognised relevant engineering professional body and Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007. • Must be a South African Citizen or permanent resident • 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, 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.

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 85of 1993 its regulations.

DIRECTOR: CORPORATE SERVICES

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

REQUIREMENTS: • Bachelor Degree in Public Administration or Management Science or Law or equivalent • Five years experience at management level and have a proven successful management experience in administration • Added advantage: Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007. • Must be a South African Citizen or permanent resident • Valid driver's licence and NO criminal record.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation, Good knowledge and understanding of institutional governance systems and performance management, Good knowledge of corporate support services including: Legal Services, Information communication technology and Council support, Good knowledge of supply chain regulations and Preferential Procurement Policy Framework Act 5 of 2000, Good governance, Good knowledge of Labour Relations Act and other labour related prescripts, Legal background and human capital management, Knowledge of coordination and oversight of all specialised support functions, Knowledge of local government environment, excellent communication and negotiation skills at all levels and good skills in conflict resolution and problem solving.

KEY PERFORMANCE AREAS: Human Resources Management, Legal Services, Communication and Customer Care, Information Communication Technology, Records Management, Council and Committee Secretariat services, Corporate Support to other departments, Employee Assistance Program, Administration and Archives

An official application form applicable to Senior Managers (available on the municipal website) must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's licence and the names of three contactable references from current and previous employers must be provided.

POSITION: MANAGER: PMU

The position is a five year (5) fixed term performance based contract which is based at any Municipal Office within the area of Ditsobotla Local Municipality. The successful candidate shall report to the Municipal Manager.

The incumbents will be subjected to signing an employment contract, performance agreement, disclosure of financial interest and undergo security vetting.

REMUNERATION PACKAGE: R497 496-00 per annum (excluding service benefits)

REQUIREMENTS: • Bachelor of Science Degree in Engineering/BTech Engineering; or equivalent. • Five years relevant experience as programme/project manager and three to four years must be at professional management level / engineering management experience • Computer literacy in MS Software packages viz. Word, Excel, Project etc. • A valid code B driver's licence. • Good communication and presentation skills. • The incumbent must have management, technical and leadership skills • Certificate in Programme for Programme Management (PPM) will be an added advantage • Registration with a recognised relevant engineering professional body or in a process of being registered is a pre-requisite.

KEY PERFORMANCE AREAS: • Manage all capital budget including MIG funding within the municipal accounting system • Coordinate and integrate all projects being managed by the PMU and other Departments, 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.

Applications must be posted / couriered to Ditsobotla Local Municipality, Private Bag X7, LICHTENBURG, 2740 or hand delivered to the Human Resources Section, 3rd Floor, Civic Centre, Orkney Nelson Mandela & Transvaal Street, LICHTENBURG, for attention of the Municipal Manager; Mr TG Ramagaga.

Applications forms are available on the www.ditsobotla.gov.za under notices/vacancies

For enquiries can contact the Manager: Human Resources, Ms Josephine Ledwaba on **018 633 3800/3901** during office hours.

PLEASE NOTE:

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. **ONLY** hard-copy applications will be considered. No electronic or faxed applications will be accepted.

3. No late applications will be considered.

4. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

5. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

6. **Correspondence will be limited to shortlisted candidates only**, if you do not receive a response within 30 working days from the closing date, please accept that your application was unsuccessful.

CLOSING DATE: 09 JUNE 2017 @ 12h00

MR T.G. RAMAGAGA
MUNICIPAL MANAGER

Notice no: 16/05/17