

# Ditsobotla

Plaaslike Munisipaliteit  
Local Municipality

The Municipal Manager  
2740 ☎018 – 633 3880

✉ 7 Civic Centre, Dr Nelson Mandela Drive, Lichtenburg  
☎018 – 632 5247 Email: [www.ditsobotla.gov.za](http://www.ditsobotla.gov.za)

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

The positions are a five (5) year term performance contract and 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 below mentioned positions will be determined in terms of Government Gazette No 42023 dated 08 November 2018.

## MUNICIPAL MANAGER

**TOTAL REMUNERATION PACKAGE:** (i.e. Minimum -R1 129 229-00, Midpoint – R1 313 058-00 and Maximum - R1 496 887-00)

## REQUIREMENTS

- B Degree in Public Administration or Political Sciences or Social Sciences or Law or equivalent.
- A postgraduate qualification in fields related to public administration and Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 will be an added advantage.
- 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.
- 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: ECONOMIC DEVELOPMENT & PLANNING**

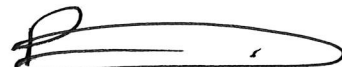
**TOTAL REMUNERATION PACKAGE: (i.e. Minimum – R932 548-00, Midpoint- R1 078 089-00 and Maximum - R1 223 632-00)**

#### **REQUIREMENTS**

- BSC Degree in Building Sciences or Architect or Bachelor Degree in Town and Regional Planning or Development Studies.
- Five years relevant experience at middle management level.
- Have proven successful Professional Developmental/ Town and Regional Planning experience.
- Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002).
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 will be an added advantage.
- Added advantage: Project management Certificate or Diploma; or
- 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.
- 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 – R932 548-00, Midpoint- R1 078 089-00 and Maximum - R1 223 632-00)**

#### **REQUIREMENTS**

- Bachelor of Science Degree in Engineering or BTech Engineering or equivalent.
- Five years relevant experience at middle management level or as programme/project manager.
- 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 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 will be an added advantage.
- 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.

#### DIRECTOR: CORPORATE SERVICES

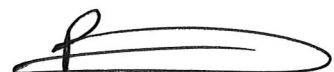
**TOTAL REMUNERATION PACKAGE:** (i.e. Minimum – R932 548-00, Midpoint- R1 078 089-00 and Maximum - R1 223 632-00)

#### REQUIREMENTS

- Bachelor Degree in Public Administration or Management Science or Law or equivalent.
- Five Years experience at middle management level and have a proven successful management experience in administration.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 will be an added advantage.
- Have proven successful management experience in administration.
- 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

**Position: Manager: Security**

**Salary: R571 500.00 per annum excluding fringe benefits (Level 1)**

**Nature of the post: Permanent**

**Requirements:** Relevant Bachelor Degree or National Diploma or relevant equivalent qualification with five (5) years relevant experience in risk, security management (physical, personnel, IT, documents, communication security or security related fields and three (3) years must have been in middle managerial level.

Have a Top Security Clearance before appointment or within two (2) years of appointment, The incumbent must have knowledge of applicable legislation, experience in research methodology, excellent presentation, writing, interpersonal, analytical, leadership and financial management skills Computer Literacy and Code 8 Driver's license.

**Key Performance Areas:** Manage security function (physical, personnel, IT, documents and communication. Draft and amend internal security policy, based on the MISS documents (National Information Security Policy) and security risk analysis, Devise all security measures and procedures for Ditsobotla Local Municipality based on security policy, Monitor the extent of compliance to the security policy and measures, Continuously evaluate and improve the effectiveness of security measures and procedures, Advice management regarding security implications, maintain an internal security training programme \*Running a security awareness program in the institution, \* Ensuring the completeness of vetting applications before forwarding to the vetting institution, \*Preparing investigational and performance reports and summaries detailing functional progress, \*Preparing responses to correspondences and queries, \* Liaising regularly with SSA for advice, \*Keeping record of all security incidents.

In addition to the above salary and subject to certain conditions, the following benefits are offered:  
**\*13th cheque \* Housing Subsidy Scheme \* Medical Aid and \* Pension Scheme.**

**Position: Manager: Public Safety**

**Salary: R571 500.00 per annum excluding fringe benefits (Level 1)**

**Nature of the post: Permanent**

**Requirements:** National Diploma in Law Enforcement, Traffic or relevant equivalent qualification, Diploma as Examiner for Driving Licences and Vehicles Grade "A", Five (5) years experience in law enforcement at a supervisory level, Computer Literacy and a valid code B Driver's license

**Key Performance Areas:** Responsible to the Director Community Services for the management of the following areas: Manage and controls the Key Performance Indicator's and outcomes of personnel within the Public Safety Section, Manage overall integrated public safety services including DLTC & Vehicle Testing, Security & Protocol and Technical Services (Road Markings),



Co-ordinates and monitors sequences associated with the implementation of statutory Laws and By-Laws related to Public Safety, Identifies public safety strategy with respect to service delivery and, defines implements and monitors the short term plans/ objectives.

In addition to the above salary and subject to certain conditions, the following benefits are offered:  
**\*13th cheque \* Housing Subsidy Scheme \* Medical Aid and \* Pension Scheme.**

**Position: Manager: Environmental Services**

**Salary: R571 500.00 per annum excluding fringe benefits (Level 1)**

**Nature of the post: Permanent**

**Requirements:** B degree or B Tech in Waste Management or Environmental Management or relevant equivalent qualification, Five (5) years proven experience in Waste Management or Environmental Management and three (3) years must be in a supervisory position, Registration with a professional body will be an added advantage, Computer literacy and Code EB drivers license.

**Key Performance Areas:** Manage and control the key performance areas and indicators associated with the development and maintenance of waste and environmental services through: Planning, performance management, financial control, contract management, operational management, relationship management and communication. Manage and oversee the operations at the landfill sites and refuse collection, Responsible for all waste management related projects to reduce illegal dumping, Implement plans, legislation, policies, programs and work procedures to meet targets associated with the provision of Environmental services as well as waste management and create awareness and reduce environmental health risks to the public, Manage and oversee the coordination of all green awareness and educational projects to establish a successful flow of information and identify threats associated with environmental management, Prevent pollution and ecological degradation and promote conversation to secure sustainable natural resources, Promote economic and social development through the assessment, monitoring, control and prevention of adverse environmental factors, Manage and oversee the provision of Environmental Services and to ensure compliance with legislation.

In addition to the above salary and subject to certain conditions, the following benefits are offered:  
**\*13th cheque \* Housing Subsidy Scheme \* Medical Aid and \* Pension Scheme.**

**Position: Manager: Water and Sanitation**

**Salary: R571 500.00 per annum excluding fringe benefits (Level 1)**

**Nature of the post: Permanent**

**Requirements:** B Degree or National Diploma in Civil Engineering or relevant equivalent qualification, Five (5) years experience in water and waste water and three (3) years must be on a supervisory position within water and sanitation unit, Registration with a professional body will be an added advantage, Computer literacy and Code EB driver's license.

**Key Performance Areas:** Plan and implement preventative maintenance of water sewer reticulation networks, Manage, prepare and evaluate a budget for projects and administration work associated



with project implementation, Represent the Municipality in various forums and committees, Develop and oversee the implementation of service level agreements in the Unit, Management of the Municipality's water and sanitation resources.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

**\*13th cheque \* Housing Subsidy Scheme \* Medical Aid and \* Pension Scheme.**

#### **MANAGER: BUDGET & REPORTING**

**Salary: R571 500.00 per annum excluding fringe benefits (Level 1)**

**Nature of the post: Permanent**

**Requirements:** BCom-Degree or National Diploma in Accounting or relevant equivalent qualification. Five (5) years experience and a minimum of three (3) years experience within finance in local government. The incumbent must meet MFMA minimum competency requirements. Must be in possession of a valid driver's licence and computer literate.

**Key Performance Areas:** Manage the Budget Office, Compile MFMA monthly, quarterly and mid-term reports, Compile Annual Financial Statements, and in-year Financial Statements, Oversee preparation of supporting working paper files, Respond to internal and external audit queries, Compile action plans on internal and external audit queries, Provide information to all stakeholders, Provide internal and external financial management support, Co-ordinate budget steering committee meetings with all respective stakeholders, Ensure on time compilation of a balanced MTREF budget, Attend public meetings, and address all budget related queries when necessary, Ensure on time mid-year budget and performance assessment, Manage and control revenue and expenditure within the limits of an approved budget, Compile monthly item for finance portfolio committee, Oversee implementation of mSCOA, Perform other duties as may be delegated by the CFO.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

**\*13th cheque \* Housing Subsidy Scheme \* Medical Aid and \* Pension Scheme.**

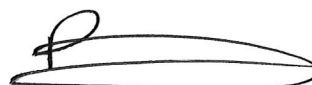
#### **ACCOUNTANT: Supply Chain Management (SCM)**

**Salary: R339 840-00 excluding service benefits (Level 5)**

**Nature of the post: Permanent**

**Requirements:** B Degree or National Diploma in Finance or relevant equivalent qualification. The incumbent must meet MFMA minimum competency requirements. Computer literacy. Excellent written and verbal communication skills, project and contract management skills. One (1) year relevant bid and supply chain management experience preferably within local government environment.

**Key Performance Areas:** Manages supply chain management support function for the Municipality (demand, acquisition, risks and disposal), Compilation of monthly, quarterly and annual SCM reports in collaboration with the immediate supervisor, Assess supply chain performance in ensuring that bid processes are properly managed and executed, Manage bid administrative procedures including the bid specifications and bid evaluation committee meetings, Manage and prepare





letters/correspondence to bidders regarding SCM related issues in collaboration with immediate supervisor, Manage the safekeeping of SCM documents, proper filing thereof and other related documents, Attend and present at various SCM related meetings / forums, Management of contracts relating to: expiry, price escalations/contract adjustments and other contract related issues in collaboration with immediate supervisor, Perform any other related Ad Hoc Tasks and duties as requested or required by management from time to time.

## **ELECTRICIANS X 2**

**Salary: R271 812-00 per annum excluding service benefits (Level 7)**

**Nature of the job: Permanent**

**Requirements:** N3 plus Trade Test Certificate (qualified Electrician), Code 10 drivers licence plus PDP. Electrical maintenance / construction experience, be able to work standby and dispersed working hours may apply.

**Key Performance Areas:** Oversee maintenance of electrical panels and general electrical work.

In addition to the above salary and subject to certain conditions, the following benefits are offered:

**\*13th cheque \* Housing Subsidy Scheme \* Medical Aid and \* Pension Scheme.**

## **DEPARTMENT: BUDGET AND TREASURY OFFICE (BTO)**

**Municipal Finance Management Internship Programme (MFMIP) x 6**

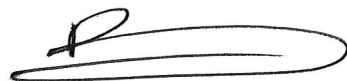
**Duration of internship programme: Twenty Four (24) months**

**Remuneration: Between R100 000.00 – R120 000.00 (All-inclusive and dependent on year of internship)**

**Requirements:** The candidate should hold as a minimum, a three-year Bachelor's Degree or National Diploma with majors in Financial Accounting. The intern will sign both an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures of the municipality. 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 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 the University of Technology training. It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.
- Comply with the work place policies and procedures of the council.





- Complete any daily logs or any written assessment tools supplied by the council to record relevant workplace experience.
- Attend all study period and theoretical learning sessions, also after hours (evening and / Saturdays), with the education and training provider, undertake all learning conscientiously and maintain professional portfolio of evidence in accordance with the guidelines.

Application on prescribed application form accessible on municipal website ([www.ditsobotla.gov.za](http://www.ditsobotla.gov.za) under notices/vacancies) must be completed and must be accompanied by covering letter, comprehensive CV, original certified copies of qualifications, ID document and driver's license and at least the names of three contactable references from current and previous employers must be provided.

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

For enquiries, please 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 (of senior managers) will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.
6. The Municipality reserves the right to appoint.

**CLOSING DATE: 05 FEBRUARY 2019**

**MR ERIC MATLAWE  
ADMINISTRATOR**

