NGWATHE LOCAL MUNICIPALITY

ADVERTISEMENT.



Ngwathe Local Municipality is a well-established municipality of integrity and a leader of best practices, a high performing organization, gearing itself to provide excellent and sustainable municipal services, which offers challenge and opportunities to all its employees at all levels.

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following positions.

1. DIRECTOR TECHNICAL SERVICES Ref No: 100/06/20

Reporting to the Municipal Manager, the Director Technical Services will act as a custodian of technical and infrastructure functions within the municipal value chain. In this regard, the role is responsible for the development of Operational Strategy aligned to the Municipal Strategy and for executing all infrastructure-related projects as per provincial and national requirements.

Remuneration Package: Negotiable.

(Remuneration is sector related and determined by the category of the municipality and the experience and competence of the incumbent)

Term of contract: Five-year fixed-term performance-based contract

Place of work: Municipal Head Office, Parys

Requirements: • A B. degree/B Tech in Engineering or equivalent • Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 as well as a Certificate of Competency as required in terms of the General Machinery Regulations, 1988 and Electricity General Certificate of Competency will be an added advantage. Any additional relevant qualifications • Registration as a Professional Engineer with a recognised professional body is a requirement• Certification in project management and information system management • Extensive knowledge of the municipal environment, municipal legislation, specifically infrastructure , municipal systems policies and procedures • Knowledge of the Occupational Health and Safety Act and its regulations• 5 years’ management experience or as a project manager, preferably in municipal infrastructure environment • A valid driver’s licence.

Skills and competencies: • Strategic leadership and management • Strategic financial management • Governance, ethics and values in the public sector

• Analytical thinking • Policy conceptualisation and implementation • Conflict management • Risk and change management • Mediation skills • Diversity management • Project management • Report-writing and presentation skills • People management and interpersonal skills • Excellent stakeholder relations

• In-depth knowledge of current trends in innovations and practices to be able to analyse and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions • A broad understanding of infrastructure development principles and practices and financial management and understanding of municipal financial systems, improvement of public services and access through accelerated infrastructure development programmes and technical services.

Key performance areas: • Contribute towards the development of the Integrated Development Plan (IDP) •Develop and implement the departmental Service Delivery and Budget Implementation Plan (SDBIP) • Implement programmes and projects from IDP • Overseeing the entire department including PMU, fleet management • the provision and management of roads, storm water, electricity, water and sanitation, and monitoring progress on infrastructure projects • Responsible for implementing infrastructure related grants such as MIG, RBIG etc. • Ensure that budget is planned, prepared, implemented and controlled • Ensure effective reliable administration and quick response to queries and complaints • Ensure that monthly, quarterly and annual reports are prepared and submitted to Management and relevant committees on time • Attend to portfolio/ Section 80 committee, Executive Committee (EXCO) and Council meetings • Implement Council’s resolutions • Attend to audit queries •Ensure quality assurance • Administer engineering contracts and projects • Management of staff performance within the directorate • Monitoring of project budgets and provide feedback to Management • Ensure that WSDP (Water Services Development Plan); Roads Master Plan, Electricity Master Plan, Water Master Plan and other related infrastructure policies and plans are updated and implemented. The incumbent will be expected to work in the entire area of the Ngwathe Local Municipality

2. Manager in the Municipal Manager’s Office Ref No: 101/06/20

Remuneration: Basic Salary: R527 359 80 P/A. Job Level 0

Key requirements:

• B. Degree or equivalent

• MFMP minimum competency level qualification will also serve as strong recommendation

• A minimum of at least 5 years’ work related experience at Senior Management level in the local government sphere.

• Practical knowledge of the local government environment

• Valid driver’s licence

Key competencies:

• Oversee the provision of an office management service/function to the Office so that an effective and efficient protocol, administration, secretarial, registry, reception and visitors’ management function is provided to the Office

• Handle high-level and confidential correspondence to the Office of the Municipal Manager that requires response from the Municipal Manager

• Follow - up with relevant and accountable Directorates on the implementation of resolutions

• Manage and co-ordinate the compilation of reports required by the Office of the Municipal Manager

• Work closely with the Personal Assistant (PA) to the Municipal Manager on proper time management and diary commitments of the Municipal Manager

• Oversee the management of all equipment and capital resources within the Office

• Monitor the updating and maintenance of assets register in the office at all times

• Maintain the assets and asset register for the Unit

• Manage the administrative processes and systems and maintain good working conditions

3. IDP/ PMS MANAGER Ref No: 102/06/20

Remuneration: Basic Salary: R527 359 80. P/A. Job Level 0

Key requirements:

• A relevant tertiary qualification or equivalent (Degree/ Diploma) NQF Level 5

• MFMP minimum competency level qualification will also serve as strong recommendation

• A minimum of at least three (3) years’ work related experience at Senior Management level in the local government sphere.

• Practical knowledge of the local government environment

• Valid driver’s licence

Key competencies:

• Interacting with functional leaders and making available information on the system and/ or explanations on application.

• Participating in the determination of functional objectives with due consideration given to the organizational vision and mission and goals encompassed in Integrated Developmental Plans and Performance Management System.

• Analysing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Area’s, Indicators and Action Plans.

• Applying statistical tools and approaches to interrogate and classify information pertaining to structures, functions and/ or capacity to guide decisions pertaining to the selection of a model for basing measurements.

• Examining the applicability, appropriateness and adequacy of measures and/ or formulating recommendations to support changes to standards and/ or quantitative weightings.

• Coordinating and conducting climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions.

• Monitoring compliance with respect to the adopted reporting structure.

• Collating and preparing reports outlining accomplishment of targets and standards and/ or commenting on specific deviations from agreed outcomes.

• Maintaining the IDP and Performance Management record keeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits.

• Presenting information on the IDP and Performance Management System to Councillors, Managers and the public

• Explaining qualitative and quantitative outcomes, elaborating on reasoning and/ or the need for alignment with respect to specific objectives and measures.

• Conducting Workshops to facilitate understanding of the IDP and PMS

• Strict compliance with legislation and policies related to IDP and PMS

Interested persons meeting the above-mentioned requirements are requested to submit their Curriculum Vitae together with original certified copies of their ID, Driver’s License and Qualifications together with the application forms, Annexure C of Regulations on the appointment and conditions of employment for Senior Managers, Government Gazette no. 37245 accessible on the municipal website ([www.ngwathe.fs.gov.za](http://www.ngwathe.fs.gov.za)) or [www.gpwonline.co.za](http://www.gpwonline.co.za) (NB: all applications should be on the application form). Applications are to be addressed to the: Municipal Manager, Liebenbergstrek, PO Box 359, Parys 9585. Ngwathe Local Municipality.

Contact person: Director Corporate Services at Tel. 056 816 2700. dcosadmin@ngwathe.co.za

Council reserve the right to place and move candidates anywhere within the municipality. The Municipality reserves the right not to appoint any applicant to this position.

NB: Faxed, emailed and Posted applications will not be considered. Applications must be hand delivered at the municipal Offices situated at Liebenbergstrek, Parys.

Please note: Due to the large number of applications we envisage to receive, applications may not be acknowledged . If you have not heard from us after 3 months of the closing date , please accept that your application was not succeful. Please note that the validity of this advert can automatically be extended to a period beyond the three months.

Qualifications and SA citizenship checks will be conducted on all shortlisted candidates as well as undergo security vetting. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.

The Municipality subscribes to and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the above-mentioned criteria will be shortlisted. Prior to appointment the successful candidate will be subjected to a competency based assessment to be conducted over 3-days at the cost of the municipality. The successful candidates will be required to sign an employment contract before commencement of duty, and a performance and disclosure of financial interest within 60 days of appointment.

CLOSING DATE: 12h00 on Wednesday, 08 July 2020

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BW KANNEMEYER

MUNICIPAL MANAGER