

DEPARTMENT: MUNICIPAL MANAGER

MANAGER OFFICE OF THE MUNICIPAL MANAGER (FIVE (5) YEARS FIXED TERM CONTRACT)

REMUNERATION: R670 052.29 Per annum (Post Level Zero (0) Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Bachelor Degree in Public Administration/B Com or equivalent. Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007. Master's in Development Studies/ Political Governance and or MBA will serve as added advantage. Five (05) years' experience at middle management level and have proven successful management experience in administration.

KEY PERFORMANCE AREAS

- The Manager Office of the Municipal Manager reports to the Municipal Manager. The incumbent will be responsible for the following:
 - Provide strategic and operational support to the Strategic Support Services component;
 - Coordinate, manage and monitor the implementation of the Service Delivery Budget and Implementation Plans (SDBIP);
 - Coordinate and monitor the activities and programmes of the Section 56 Managers in line with the Organisational SDBIP;
 - Ensure proper reporting for both the Offices of the Municipal Manager and the Executive Mayor;
 - Provide leadership role to support the Municipal Committees like Mayoral Committee and Council;
 - Provide support and advisory role to the Municipal Manager;
 - Provide leadership role on both internal and external stakeholder relations;
 - Provide strategic support on Intergovernmental Relations; Coordinate and monitor participation of the municipality in the IGR activities of the District;
 - Ensure quality assurance on all reports submitted to Management;
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- Strategic Support Services;
 - Provide support and advisory role with regards to public relations and special programmes.
 - Provide management and support role on audit and risk management processes, Ensure effective and efficient compliance on Financial Management regulations.
 - Ensure full compliance with relevant legislation governing local government that is the MFMA, Municipal Systems Act and Municipal Structures Act.
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PMS Manager (Permanent position)

REMUNERATION: R670 052.29 Per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

An appropriate bachelor's Degree/ Diploma in Public Administration or equivalent. Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007. A qualification in Performance Management will be an added advantage. 1-2 year's relevant experience in the field of Performance Management System. Excellent communication skills (verbal and written) Sound knowledge and

- Understanding of Local, Provincial and National Departments in relation to Performance Management.
- Knowledge of Local Government Legislative Acts.
- People management skills.
- Presentation and facilitation skills.
- Report writing skills.
- A valid driver's licence is essential.

KEY PERFORMANCE AREAS

- Develop and review Service Delivery and Budget Implementation Plan (SDBIP)
 - Compile Quarterly and Annual Performance reports.
 - Develop planning, monitoring and reporting tools on PMS
 - Liaise with Municipal Departments continuously to ensure that all activities and
 - Operations are aligned with PMS.
 - Ensure alignment of SDBIP with Integrated Development Plan (IDP) and
 - Performance Management System (PMS)
 - Develop, strengthen and maintain relationship with relevant role players and other • implementing agents.
 - Updating systems Description annually.
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- Any other duties assigned.
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DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

CHIEF TOWN PLANNER/ LAND USE MANAGER PLANNER (Permanent position)

REMUNERATION: R670 052.29 Per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

A recognised degree/post graduate degree in Town and Regional Planning with 5 years' post registration as the professional town and regional planner with "South African Council of Planners" (or SACPLAN). Extensive people management experience, Computer literacy, Valid driver's license. Appointee will be required as a condition of his/her appointment to have obtained Municipal Finance Management Programme or obtain it in 12-18 months after appointment

KEY PERFORMANCE AREAS

The successful candidate will be responsible to:

- Ensure the application of town and regional planning in land development.
- Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning in the Municipality.
- Ensure adherence to legal requirements.
- Coordinate, evaluate and monitor the implementation of development in compliance with Spatial Planning and Land Use Management Act (or SPLUMA) and other applicable legislation and town & regional planning standards and guidelines.
- Interpret and implement legislation; policies; guidelines and regulations.
- Compile and review periodically the Municipal Spatial Development Framework (SDF).

- Compile guidelines and evaluate Land Use Management Scheme and precinct plans. Mentor, train and manage officials in the Municipal Planning Directorate and submit monthly reports to the Director of Corporate Services.
- Supervise performance management and development; office administration and budget in the Planning Directorate.
- Ensure continuous research and development for the betterment of planning in the Municipality.
- Provide assistance and support in the housing, local economic development and IDP directorates of the Municipality.
- Compile the planning reports for the Municipal Council for consideration and approval.
- Facilitate the process of obtaining inputs of relevant parties and departments for town planning and township establishment activities, and to ensure implementation of policies and spatial plans.
- Attend to public enquiries, site inspections, etc.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

SENIOR TOWN PLANNERS X 2 (Permanent position)

REMUNERATION: R518 713.88 Per annum (Post Level Three (3) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

National Diploma in Town and Regional Planning. • At least 5 years' relevant experience, Registered as a Professional Town and Regional Planner with SACPLAN, Sound computer literacy, B Drivers Licence and Experience in the fields of town planning, local economic development, municipal services infrastructure provision, development and project management.

KEY PERFORMANCE AREAS

The successful candidate will be responsible to:

- Assist municipalities in the district with town and regional planning issues
- Make recommendations on town planning matters to Council

- Assess development plans
 - Facilitate, development and implementation of the Spatial Development Framework
 - Establish and maintain a demand-orientated and user friendly service relationship within the jurisdiction area of the municipality
 - Establish and maintain close links with the provincial and national sectors, departments and other relevant public and private stakeholders
 - Provide support services, information, facilitation, training and documentation to Municipalities on demand
 - Implement an information system including access to an IT-based planning system
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DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

BUILDING CONTROL SUPERVISOR (Permanent position)

REMUNERATION: R404 800.93 Per annum (Post Level Six (6) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Minimum 3 (three) year Tertiary qualification as per Regulation A16 of the National Building Regulations and Building Standards Act (103 of 1977), as amended i.e. in Architectural, Civil Engineering, Quantity Surveying, Building Science, Building Management, Building Survey, etc. or equivalent NQF 7. Minimum 5 (five) year experience in a municipal building control or relevant public / private sector environment. Computer Literacy (MS, Word, Excel, PowerPoint). Code EB driver's license and own reliable transport. Good communication, negotiation and interpersonal skills. Excellent organizational and leadership skills. Proficiency in English and at least two of the three official languages of the Ngwathe Municipality (read, write and speak). Excellent organizational and leadership skills.

KEY PERFORMANCE AREAS

- Assist with development and manage the implementation of policies regarding the approval of building plans, effective and efficient building control as well as outdoor advertising.
- Assign Building Control Officers geographical area of control, daily inspection and duties.

- Responding to complex enquiries from the public
- Checks work of Building Control Officer by obtaining feedback of inspections and physical on-site inspections
- Supervise the performance and conduct of subordinates, apply corrective measures when necessary in order to ensure that building control is performing to standard.
- Empower new Building Control Officer through assisting them to become totally conversant with the National Building Regulations and any other regulation pertaining to the work
- Identify skills development needs and provide training and development opportunities for subordinates.
- Keeping abreast of developments, legislative changes, emerging trends and latest technologies in the profession.
- Be able to work independently and function under pressure.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING
BUILDING CONTROL OFFICERS X 2 (Permanent position)

REMUNERATION: R389 503.00 Per annum (Post Level Seven (7) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Minimum 3 (three) year Tertiary qualification as per Regulation A16 of the National Building Regulations and Building Standards Act (103 of 1977), as amended i.e. in Architectural, Civil Engineering, Quantity Surveying, Building Science, Building Management, Building Survey or equivalent NQF Level 6. Minimum 3 (three) year experience in a municipal building control or relevant public / private sector environment. Excellent verbal and written communication skills. Good administrative and interpretation skills. Proficiency in English and at least two of the three official languages of the Ngwathe Municipality (read, write and speak) Computer literacy (MS

Word, Excel, PowerPoint). Code EB driver's license and own reliable transport. Be able to work independently and function under pressure. Willingness to work after normal working hours, during emergencies and planned overtime.

KEY PERFORMANCE AREAS

- Approve building plans and forwarding to relevant departments for further comments and processing.
 - Visit specific work-sites and conduct inspections to establish that materials, the construction of the works and procedures are in accordance with approved design drawings, specifications and statutory regulations (National Building Regulations and SABS codes of practice).
 - Verify design and structural details to determine applicability and conformity to specifications.
 - Inspect building construction process as per National Building Regulations and other applicable legislation
 - Complete details on statutory forms and notices, verify and approve content and submit for verification prior to circulation.
 - Collate information from field reports, inspections and contractual documentation for inclusion into management reports.
 - Monitor, control and execute regular building site inspections to prevent illegal building operations and signage.
 - Perform specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works.
 - Coordinate sequences associated with monitoring compliance with standards, procedures, regulations and specifications in terms of National Building Regulations and SABS codes of practice
 - Prepare and present investigational reports on building encroachments
 - Enforcing compliance with all relevant legislation and regulations.
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DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

GIS TECHNICIAN (Permanent position)

REMUNERATION: R447 684.62 Per annum (Post Level Five (5) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Three (3) year relevant qualification or related (National Diploma), Computer literacy and A minimum of at least three years' work related experience in the local government sphere.

KEY PERFORMANCE AREAS

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- Provide accurate and efficient maintenance of cooperate Geographic information systems (GIS) and datasets, including acquisition, verification, maintenance, management and documentation
 - Provide effective and efficient spatial data analysis, including presentation and dissemination of spatial data
 - Provide leadership and support in new project developments relating to spatial data
 - Contribute to ICT projects within the information service team
 - Healthy and safety
 - Enhancing Values
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DEPARTMENT: COMMUNITY SERVICES

MANAGER SOCIAL SERVICES (Permanent position)

REMUNERATION: R670 052.29 Per annum (Post Level Zero (0) of Grade 4 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

A recognized Diploma/Bachelor's/post graduate degree in Public Administration/Social Sciences or equivalent at an acceptable tertiary institution. Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007. A minimum of 5 years' work-related experience and knowledge at Middle Management level. Proven successful institutional transformation within the public or private sector, preferably in the local government sphere. Computer literacy in MS Office. A driver's license. Good knowledge and understanding of relevant policies and legislation. Good knowledge and understanding of institutional governance systems and performance management. An understanding of: * Council operations and delegation of powers * Cemetery management, * waste management * Parks and recreation management. Appointee will be required as a condition of his/her appointment to have obtained MFMP or obtain it in 12-18 months after appointment.

KEY PERFORMANCE AREAS

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Social Services management.
- This will be through the coordination of operations associated with the enforcement of Municipal Policing Laws and By-laws.
- Align the departmental key performance areas.
- Monitor and report on programme implementation on monthly and quarterly as per the SDBIP.
- Ensure the service delivery for all relevant areas within the Municipality.
- Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Social Services Unit Structure.

- Provide leadership and planning for the unit.
 - Be responsible for overall Social Services, which amongst other things includes, overall waste management including landfill sites, cemeteries and Parks.
 - Monitor expenditure against budgetary provisions and prepare motivations with reasons to seek approval for additional funding for specific programmes or activities.
 - Maintain and be responsible for staff discipline.
 - Execute any other lawful duties that may be assigned by the Municipal Manager/Director Community Services.
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DEPARTMENT: COMMUNITY SERVICES

ENVIRONMENTAL MANAGEMENT OFFICER (Permanent position)

REMUNERATION: R357 614.31 Per annum (Post Level Seven (7) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Diploma/Degree in Environmental Management/Natural Science/ or relevant qualification equivalent NQF6. Three (3) years relevant experience in Environmental Management. Code B driver's license. Project Management Skills.

KEY PERFORMANCE AREAS

- Plan, develop and control the environmental management and conservation of the natural environment of the Municipality in accordance applicable legislation and Municipal By-Laws (NEMA 107 of 1998 as amended).
- Liaise with relevant role players/stakeholders/local environment forums with relation to the management of sensitive and protected areas.
- Initiate Environmental Management systems, programs and plans, and monitor implementation compliances.
- Manage and control own sectional budget.
- Continuous auditing and alignment of appropriate environmental mechanisms, plans and programs with the strategic objectives of the Municipality.
- Participates in the delivery of awareness and educational programs on environmental management approaches to the community.
- Manage environmental approval, authorization processes and applications for human settlement, bulk infrastructure and other municipal development projects.

- Manage and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
 - Keep abreast of developments, legislative changes, emerging trends and latest technologies in the profession.
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Sports and Recreation Manager (Permanent position)

REMUNERATION: R670 052.29 Per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

A Matric Certificate. Relevant tertiary qualification (NQF Level 6), preferably a National Diploma in Horticulture, Turf Management, Sports Management or related field. Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007. Minimum of 5 to 8 years' relevant experience, which includes supervisory and/or management experience. Computer literate (MS Office applications). Valid Code B driver's license.

KEY PERFORMANCE AREAS

- Assist with the identification and defining of objectives/plans associated with sports grounds
- Manage the allocation and control of vehicles and equipment
- Monitor legislative compliance regarding sport facilities and complexes
- Manage and oversee outcomes associated with the utilization, productivity and performance of personnel within the section
- Assist with the preparation of capital and operating estimates
- Control expenditure of the section against approved budget
- Formulate specific contracts and tender documents, and assist with controlling of contractual obligations
- Manage assets of the section and register insurance claims
- Ensure unsafe conditions and/or hazards are identified and rectified

- Ensure activities, projects and assignments associated with the section are monitored and deviations addressed
- Plan, coordinate, promote and develop sporting activities within the Municipal region
- Participate in meetings and provide comments/opinions on functional issues in terms of Service delivery relevant to the section
- Complete instructional/operational documents, compile investigational reports, attend to complaints, and manage booking of sport grounds

DEPARTMENT: CORPORATE SERVICES**MANAGER ICT (Permanent position)**

REMUNERATION: R670 052.29 Per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

A Degree/B-Tech ICT/Computer Science or relevant and equivalent qualification at NQF Level 7. A Post Graduate Degree is an added advantage. Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007. A minimum of three (3) years' experience .

KEY PERFORMANCE AREAS

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- Provide input to the development of the ICT frameworks and strategy.
 - Identify ICT architecture and technologies that meet FASSET requirements.
 - Manage the provision of effective and efficient ICT services and solutions to various departments within FASSET to enable them to achieve their strategic objectives.
 - Responsible for infrastructure, network components and computers.
 - Develop and implement ICT policies in compliance with legislative prescripts and alignment to international best practices.
 - Formulate ICT performance reports and circulate as per management requirements and FASSET policies and procedures.
 - Manage the acquisition of ICT related assets economically, adequately and maintain and protect ICT assets in all respects.
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- Manage the installation of only approved software on all FASSET infrastructure and monitor usage of the software.
 - Continuously improve current ICT practices and processes.
 - Assist in the development and lead the implementation of the annual Operational Plan concerning all ICT functions.
 - Manage compliance with all relevant ICT legislation and regulatory frameworks.
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DEPARTMENT: TECHNICAL SERVICES

MANAGER ROADS AND STORM WATER (Permanent position)

REMUNERATION: R670 052.29 Per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

NQF level 7 Civil Engineering qualification i.e., BSC Civil Engineering/ B. Tech. Civil Engineering; Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007. Five (5) Years Relevant Work Experience of which 3 years must be in a supervisory position; Registered as a professional with ECSA; Code B driving license; Thorough knowledge of Engineering Project (Roads, Civil, Water & Sewerage) planning processes and Local Government Sector processes; Sound knowledge of research and analytical theories and practices.

KEY PERFORMANCE AREAS

- Keeping abreast with technological developments in the rehabilitation and maintenance of roads, buildings, water and sanitation and storm-water drainage;
 - Managing the formulation of Roads and Storm-water Engineering Design proposals and, providing guidance to technical personnel on the interpretation of procedures/ requirements;
 - Aligning proposal content based on comments from professional personnel on structural possibilities and choices based on physical and/ or other constraints;
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- Executing and monitoring the application of administrative, contracts and database recordkeeping procedures, and controlling the update, access and retrieval of technical information, plans and designs
- Analyzing and aligning requirements for Roads and storm water rehabilitation with operating capacity and capability;
- Building capacity where a shortage in capacity is identified, including EPWP programs where required;
- Presenting reports of current and future Roads and storm water interventions necessary to achieve acceptable levels and standards of service delivery to the Director for consideration and inclusion into the department's short/ medium term performance and service delivery plans;
- Provides on-site training to subordinates by demonstration and practice, so as to ensure that staff are continuously developed and have their skills uplifted so as to allow them to contribute positively to the organization.
- Conducts overall planning sessions with staff regularly, so that future action and projects become committed to occurring as planned – and so that the desired results can be achieved;
- Analyzing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time due to accidents and/ or incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs;
- Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel;
- Obtaining quotations for relevant purchases for the Section;
- Setting specification for required materials or services to be procured for the section

DEPARTMENT: TECHNICAL SERVICES

PLANNING TECHNICIANS X 2 (Permanent position)

REMUNERATION: R447 684.62 Per annum (Post Level Five (5) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Degree in Civil Engineering or related qualification. Project management qualifications will be an added advantage. Computer literacy. A Three (3) years minimum relevant experience. Valid driver's license.

KEY PERFORMANCE AREAS

- Provide input into town planning related issues that arise within the municipality to ensure that water and sanitation services are catered for in the town and regional planning issues.
 - Comment on applications for development and township establishment plans.
 - Identify existing water & sewer networks next to developments.
 - Plan for water and sewer services provisions for developments.
 - Manage the provision of water and sewerage services to the municipality to meet the needs of the community.
 - Approve design drawings for the township establishment.
 - Advise on the extension of new and old networks in the municipality by comparing existing and new infrastructure development requirements.
 - Review and approve building plans with regard to water and sewer connections and other means of sanitation in order to comply with the National Building Regulations and municipal by-laws.
 - Draft a master plan for demand accommodation, maintenance and upgrading of the water and sanitation infrastructure
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DEPARTMENT: TECHNICAL SERVICES

PMU TECNICIANS X 2-Fixed Term Contract (Three Years)

REMUNERATION: R 561 535.56 per annum (Total Cost to the Employer)

MINIMUM REQUIREMENTS

An appropriate National Diploma in Civil Engineering or Equivalent qualification prescribed in Engineering Profession Act. At least Three (3) years' experience in Civil Engineering Services and Project Management. Registered with Professional body will be an added advantage. Proven liaison and verbal & written communication skills. Strong computer skill with extensive knowledge of Micro Soft package. Good planning, organizational and negotiation skills. Knowledge of Municipal Finance Management Act and other related policies, regulations and guidelines. A valid code 08 driver's license.

KEY PERFORMANCE AREAS

Provide Technical support and evaluation of projects in alignment with Municipal IDP. Coordinate project based capacity building in terms of job creation. Introduce and manage the labor-intensive projects. Arrange project progress meetings with service providers. Ensure compliance with all legal aspects and conditions required from different spheres of government. Conduct site visits /meetings to ensure business plans compliance. Facilitate community liaison linkage to ensure participation. Manage cash flow and project expenditure. Verify payment certificates and prepare monthly payment schedules. Monitor and evaluate projects. Assist with other related Municipal Infrastructure Programs.

DEPARTMENT: FINANCIAL SERVICES

MANAGER PAYROLL AND EXPENDITURE (Permanent position)

REMUNERATION: R670 052.29 Per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Relevant tertiary qualification, preferably a National Diploma or B. Com Degree with Financial Accounting as a major subject (minimum NQF Level 6). Minimum of Four (4) years' relevant experience including managerial experience • Valid Code B driver's license.

KEY PERFORMANCE AREAS

- Coordinate activities and procedures associated with direct supervision and monitoring of personnel, service and the status/general condition of the Expenditure Division
 - Monitor the capturing of internal and external audit queries
 - Supply inputs regarding the updating of applicable Policies
 - Ensure that requirements in terms of relevant acts, regulations, policies and Council resolutions are implemented
 - Control, monitor and revise operational plans and current/new services
 - Plan, organize and direct team for efficient operation
 - Facilitate internal and external project management and coordination
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- Ensure capability to attend to expenditure requirements associated with normal, critical capital, and ad-hoc deliverables
 - Prepare and present reports detailing the status of expenditure and availability of funds
 - Interpret and analyze audit findings and reports
 - Direct and control the key performance indicators and outcomes of personnel within the division
 - Manage applications and sequences associated with recording, authorization and execution of expenditure transactions including payroll transactions
 - Attend to administrative recording, reporting and recordkeeping requirements/procedures
 - Collate and prepare qualitative and quantitative information for inclusion into specific statutory reports
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DEPARTMENT: FINANCIAL SERVICES

BILLING OFFICER X 3: (Permanent position)

REMUNERATION: R357 614.31 Per annum (Post Level Seven (7) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Grade 12, Matric certificate (NQF Level 4). Computer literacy. A minimum of at least two years' work related experience in the local government sphere.

KEY PERFORMANCE AREAS

- Processing transactional data referring to specific transactional documentation and recordings, attending to amendments/ adjustments and the posting of transactions to specific accounts.
 - Upload the meter readings on the system and print exceptional reports
 - Correct all the exception reports before billing
 - Run the dummy billing and Monthly billing
 - Correct all wrong levies and update the master file
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- Assist in procedures with respect to the reconciling of rates and services related to income
 - Attending to the printing and posting of consolidated bills to customers.
 - Open new stands on the system, assist in valuation roll, finalization of services contracts and the change of address
 - Attend to internal and external audit queries and ensure implementation
 - Handle the supply and termination of services by customers
 - Capture water and electricity consumptions into the computer system and correct error or exceptional report.
 - Correct and Implement tariffs and handle all meter readings related queries
 - Capture data and journals into the system and handle customer related queries.
 - Process computer report and monthly debtor statements.
 - Assist in the maintenance of the budget on the financial system.
 - Assist in transfer updating of receipts and deposits and running of monthly levies.
 - Close the month and run all the month-end report
 - Implement proper filling system and maintain the Revenue and Credit Control Manager's office
 - Relieve cashiers and customer cares as and when requested
 - Assist in training other personnel on the running operation of the system
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DEPARTMENT: FINANCIAL SERVICES

LEGAL ADVISOR: CONTRACT MANAGEMENT: (Permanent position)

REMUNERATION: R 447 684.62 Per annum (Post Level Seven (5) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

B Degree in Logistics or Supply Chain Management on NQF 7 or similar. Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed, will be an added advantage. 3 years' relevant experience in a Local Government environment.

KEY PERFORMANCE AREAS

- Co-Ordinate and control the key performance and result indicators associated with Acquisition-, Contract- and Compliance Management.
 - Participate in and contribute to the development of Policies and Standard Operating Procedures.
 - Administration of the registration, vetting & development of suppliers / service providers.
 - Coordinate the Administration of the Bid Committee System.
 - Administers the implementation of the Infrastructure Procurement Policy.
 - Coordinate contract management & administration processes.
 - Administrates and control Vendor Performance for all procurement.
 - Review prescribed procurement practices, requisitions and orders for approval.
 - Administrates access control on the financial management system in terms of delegations, authorizations and segregation of duties.
 - Administrates the good corporate governance and procurement risks within SCM processes.
 - Coordinates the pre-Audit review process and provide input on findings.
 - Attends to and controls tasks/activities associated with personnel performance, productivity and discipline.
 - Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
 - Draft and compile compliance reports for submission to Management and Council.
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- Keeping abreast of developments, emerging trends and latest technologies in the profession.
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DEPARTMENT: FINANCIAL SERVICES

FINANCE MANAGER: (Permanent position)

REMUNERATION: (Post Level Zero (0) Fixed plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Grade 12, Matric certificate (NQF Level 4). Computer literacy. B Com Accounting Degree. Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007. CA (SA) qualification with Honors. SAICA or SAIPA Articles will serve as added advantage. 5+ years of experience in financial management. Strong analytical and leadership skills.

KEY PERFORMANCE AREAS

- Oversee financial planning, budgeting, and forecasting processes.
 - Manage financial reporting, ensuring compliance with IFRS.
 - Provide strategic financial advice to the executive team.
 - Lead and mentor a team of financial analysts.
 - Manage the entire Finance department and report to the FD and MD.
 - Experience with data analysis and financial forecasting which includes annual budgets and monthly reporting.
 - Familiarity and experience with MDA will be advantageous.
 - Strong monthly reporting skills is a necessity to secure.
 - Organization and strong attention to detail.
 - Producing Annual and monthly financial management and reports that are aligned with accounting standards.
 - All Tax affairs of the group to be managed by the candidate.
 - Proven expertise in budgeting, financial analysis, and people management.
 - Strong track record of engaging at Executive Management level.
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Appointments will be made according to the municipality's employment equity policy and affirmative action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID and qualifications (Certified copies must not be older than 3 months). Applications should be forwarded to the following postal address: **THE MUNICIPAL MANAGER, NGWATHE LOCAL MUNICIPALITY, P.O. BOX 359, PARYS 9585** or hand delivered to: **LIEBENBERGSTREK AVENUE, PARYS.**

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.ngwathe.fs.gov.za. Enquiries can be directed to: Mr. S Caleni HR Manager, Tel: 078 422 6084. Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. Ngwathe Local Municipality reserves the right to make no appointments.

Closing Date: Monday the 28th day of October 2024.


DR. FP MOTHAMAHA
MUNICIPAL MANAGER

11/10/24