



The home of harmony, prosperity and growth

EXTERNAL ADVERT

The Ngwathe Local Municipality situated in the Free State Province hereby invites suitable qualified applicants to apply for the following vacant positions:

DEPARTMENT: MUNICIPAL MANAGER OFFICE

ASSISTANT MANAGER: INTERNAL AUDIT

Term of appointment: Permanent

REMUNERATION: R 500 712.38 (Post Level four (4) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Grade 12 Matric certificate (NQF Level 4). Computer literacy. B. Comm Degree in Auditing/B Tech degree in Internal Auditing or Equivalent qualification. Minimum 3 years' experience in Internal Auditing environment. Sound knowledge and /or understanding of legislation and regulations applicable to Local Government. Good communication skills – verbal, written. Ability to follow written and verbal instructions. Ability to work systematically and accurate. Ability to work independently. Good interpersonal relations. Computer literate.

KEY PERFORMANCE AREAS

Selection and gathering of financial information and documentation for internal audit purposes; Assist in the development and implementation of the risk based internal audit plan; Perform any other duty delegated by the Chief Audit Executive; Assisting in the execution of internal audit investigations; Assists with Audit Committee meeting administration; Assist Chief Audit Executive with the following executions:

- Establish engagement assignment and identify core engagement team.
- Perform a high level (overall) analytical review.
- Means of obtaining background information.
- Prepare and/or review system descriptions.
- Communicate the audit engagement.
- Review the engagement planning.
- Report on findings.

2 X INTERNAL AUDITOR

Term of appointment: Permanent

REMUNERATION: R 328 825.69(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. B. Comm Degree in Auditing/B Tech degree in Internal Auditing Previous work experience in a financial or auditing department of a municipality will be an added advantage. National Diploma in Auditing or Equivalent qualification. Good communication skills – verbal and written. Ability to follow written and verbal instructions. Ability to work systematically and accurate. Ability to work independently. Good interpersonal relations. Computer literate.

Key Performance Areas.

Selection and gathering of financial information and documentation for internal audit purposes; Summarize results of internal audit investigations for reporting purposes; Perform any other duty delegated by the Chief Audit Executive; Assisting in the execution of internal audit investigations; Filing and general office administration.

DEPARTMENT: FINANCIAL SERVICES

FINANCE MANAGER: (Permanent position)

REMUNERATION: R 714 176.29 (Post Level Zero (0) 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 (accounting 3). Certificate in Municipal Financial Management Programme (MFMP) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007. SAICA/SAIGA/SAIPA articles will serve as added advantage. 3+ years of experience in financial statements preparation, financial management and reporting.

Added advantage will be demonstration of:

Strong analytical, leadership and management skills. Strong report writing skills. Ability to prepare logical power point presentations and reports. Good communication skills. Good interpersonal skills.

KEY PERFORMANCE AREAS

Preparation of annual financial statements in compliance with GRAP and mSCOA. Monthly reconciliations of sub-ledgers to the general ledger. Monthly reconciliations of the trial balance to the general ledger. Oversee submission of statutory submissions to the Provincial and National Treasury. Monitor compliance with ESKOM and DWS debt relief conditions. Provide administrative support to the office of the CFO. Co-ordinate activities of the Finance Department and report to CFO. Co-ordinate responses to the internal and external audit process. Ensure that monthly and quarterly reports to FINCOM are prepared and submitted timely. Consolidate monthly and quarterly SDBIP reports. Oversee financial planning and reporting. Lead and mentor a team within the financial reporting.

DEPARTMENT: FINANCIAL SERVICES

Supply Chain Assistant Manager: Demand (Permanent position)

REMUNERATION: R 500 712.38 (Post Level four (4) plus benefits as prescribed by collective agreements of local Authorities)

REQUIREMENTS

Grade 12 Mátric certificate (NQF Level 4). Computer literacy. B. Comm Degree in Supply Chain Management or Logistics or Procurement. 5 years or more relevant experience in Supply Chain Management at middle management level.

KEY PERFORMANCE AREAS

Under general direction, independently performs more complex work in an SCM environment. May supervise junior staff; Conducts work according to prescribed norms and standards under the general direction of an experienced principal practitioner or Head; Very good (Intermediate level) understanding of demand planning, procurement processes, tender processes, logistics and supplier management; Understands how the SCM department / directorate functional areas are interlinked / interdependent. Can integrate across all SCM functional areas; Leads, conducts and controls work according to prescribed norms and standards; Good understanding of the

implications and then practical implementation and application of revised / updated processes aligned to Auditor General findings; Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national / provincial government regulations; and SCM policy and supporting guidelines.

DEPARTMENT: FINANCIAL SERVICES

SUPPLY CHAIN: DEMAND MANAGEMENT OFFICER X1 (PERMANENT)

REMUNERATION: R 328 825.69 (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 relevant 3-year National Diploma in Supply Chain Management or Logistics or Procurement; 0 - 2 years' relevant experience required.

KEY PERFORMANCE AREAS

Conducts work according to prescribed norms and standards under the general direction of an experienced practitioner; Basic understanding of demand planning, procurement processes, tender processes, logistics and supplier management; and Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended), relevant National Treasury, and other relevant national provincial government regulations.

DEPARTMENT: FINANCIAL SERVICES

SUPPLY CHAIN: ACQUISITION OFFICER X1 (PERMANENT)

REMUNERATION: R 328 825.69 (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 relevant 3-year National Diploma in Supply Chain Management or Logistics or Procurement; 0 - 2 years' relevant experience required.

KEY PERFORMANCE AREAS

Conducts work according to prescribed norms and standards under the general direction of an experienced practitioner; Basic understanding of acquisition planning, procurement processes, tender processes, logistics and supplier management; and Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended), relevant National Treasury, and other relevant national provincial government regulations.

DEPARTMENT: FINANCIAL SERVICES

ASSETS OFFICERS X4 (PERMANENT)

REMUNERATION: R 328 825.69 (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 relevant 3-year National Diploma in Asset management or Finance; 0 - 2 years' relevant experience required.

KEY PERFORMANCE AREAS

Under direct supervision of the Assistant Manager: Assets implement the Asset Management Plan operations; Assist with the implementation of the Asset Management Operations; Implement Operational and Maintenance requirements in terms of the Municipality's Policies and Asset Plan; Assist with the operations of the Management of identified Council owned Property Portfolio assets; Assist with the implementation of operational solutions and services; Assist with Operational Implementation of Property Department's Asset Management Plan for identified assets; and Assist with Operational maintenance of Annual Asset Management Plans.

DEPARTMENT: FINANCIAL SERVICES

FLEET OFFICERS X4 (PERMANENT)

REMUNERATION: R 328 825.69 (Post Level Seven (7) plus benefits as prescribed by collective agreements of local Authorities).

MIIMUM REQUIREMENTS

Grade 12 Matric certificate (NQF Level 4). Computer literacy; National Diploma logistics, or Fleet Management or Finance. 2-5 years' relevant experience required.

KEY PERFORMANCE AREAS

Under direct supervision of the Assistant Manager: Fleet implement the Fleet Management Plan operations; Assist with the implementation of the Fleet Management Operations; Implement Operational and Maintenance requirements in terms of the Municipality's Policies and Fleet Plan; Assist with the operations of the Management of identified Council owned Fleet, Portfolio Fleet; Assist with the implementation of operational solutions and services; Assist with Operational Implementation of Fleet Department's Fleet Management Plan for identified assets; and Assist with Operational maintenance of Annual Fleet Management Plans.

DEPARTMENT: TECHNICAL SERVICES

POSITION: PMU MANAGER

REMUNERATION: R714 176.30 (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities).

MINIMUM REQUIREMENTS

Grade 12 Matric certificate (NQF Level 4). Computer literacy; An appropriate B-Tech in Civil Engineering or Equivalent qualification prescribed in Engineering Profession Act, 1990. At least five (5) 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 skills 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

The successful candidate will primarily be responsible to integrate, co-ordinate, project management, and financially administer the MIG, WSIG, INEP, RBIG and Own Capital allocation within the jurisdiction of Ngwathe Local Municipality (NLM); Develop business plans and feasibility studies required to access MIG, WSIG, INEP, RBIG and Own Capital funding; Submitting monthly, quarterly, bi-annual and ad hoc reports as determined in the applicable legislation. Manage PMU teams and outputs. Facilitate and compile IDP portion on capital infrastructure for NLM; Forge and sustain effective liaison with Provisional and National Government on issues

relating to infrastructure. Implementation of MIG, WSIG, INEP, RBIG and Own Capital funded programmes.

DEPARTMENT: TECHNICAL SERVICES

POSITION: PMU TECHNICIANS X1

REMUNERATION: R 552 871.87 (Post Level Three (3) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Grade 12 Matric certificate (NQF Level 4). Computer literacy; 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: TECHNICAL SERVICES

POSITION: PMU DATA CAPTURER

REMUNERATION: R 390 693.43 (Post Level Six (6) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

Grade 12 Matric certificate (NQF Level 4). Computer literacy; National Diploma in Administration/Secretariat or an equivalent qualification. Two (2) years relevant experience. Good communication skills (verbal and written).

KEY PERFORMANCE AREAS

Administrative and coordination support attached to Project Management Unit (PMU); Capture data on the System; Liaison with COGTA regarding the information captured and make follow-up of assessment of technical reports and registration of projects for record purposes; Administer office of the PMU; Perform secretarial duties during meetings; Perform any other duties assigned by the office of Director Technical Services.

DEPARTMENT: TECHNICAL SERVICES

POSITION: MANAGER ROADS AND STORM WATER

REMUNERATION: R 714 176.30 (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities).

MINIMUM REQUIREMENTS

Grade 12 Matric certificate (NQF Level 4). Computer literacy; 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 & Sewage) 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, building, water and sanitation and storm-water drainage; Managing the formulation of Roads and Storm-water Engineering Design proposal 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 other constraints; Executing and Monitoring the applications 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 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 session 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.

POSITION: ROADS & STORM WATER OFFICERS X2

REMUNERATION: R 442 317.23 (Post Level Five (5) plus benefits as prescribed by collective agreements of local Authorities).

MINIMUM REQUIREMENTS

Grade 12 matric certificate. Relevant qualification in Civil Engineering or Road Construction (Diploma or Degree) will serve as an Added Advantage. Minimum of 3 years of experience in road maintenance or construction. Strong knowledge of road construction materials and techniques. Excellent communication and organizational skills. Valid driver's license.

KEY PERFORMANCE AREAS

Conduct inspections and maintenance of municipal roads; Supervise road construction projects and ensure compliance with safety standards; Prepare reports and documentation related to road conditions and projects; Collaborate with contractors and municipal staff to ensure timely project completion.

DEPARTMENT OF PLANNING & LOCAL ECONOMIC DEVELOPMENT

POSITION: MANAGER LOCAL ECONOMIC DEVELOPMENT

REMUNERATION: R 714 176.29 (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)

REQUIREMENTS

Grade 12 Matric certificate (NQF Level 4). Computer literacy. bachelor's degree (NQF Level 7) in the fields of agriculture, economics, development studies, tourism, town planning or relevant. Postgraduate qualification and registration with Economic Development Council of South Africa (EDCSA) or relevant professional body will be an added advantage 4 to 6 years' experience gained in an economic development environment as a supervisor. Experience in economic development policy formulation. Experience in investment planning, facilitation and development. Experience in programme and project management. Knowledge and understanding of economic development legislation and policies. Knowledge and understanding of supply chain management processes and MFMA requirements. Understanding of the roles of the three spheres of government on LED functions. Valid code EB driver's license. Computer literacy including MS Office.

COMPETENCES

Programme and project management skills; People management skills; Reporting writing skills; Communication skills; Negotiation skills; Presentation skills; Analytical skills; Interpersonal skills; Organising skills; Attention to detail

KEY PERFORMANCE AREAS

Implement Ngwathe LED strategies and by-laws in line with other existing plans and guidelines; Conduct investment mobilisation and area-based development; Source funding and support from external stakeholders for the implementation of LED projects; Manage MSME hubs and farms

on leased municipal properties; Ensure daily compliance on business permits and licenses; Identify potential LED projects for implementation; Prepare and submit weekly, monthly and quarterly reports to Director Planning and LED; Conduct economic development research and policy formulation; Organise and coordinate MSMEs to attend various LED workshops and Trainings; Foster effective partnerships with various stakeholders to drive LED Programmes; Monitor the implementation of SLPs for local community responsibility projects.

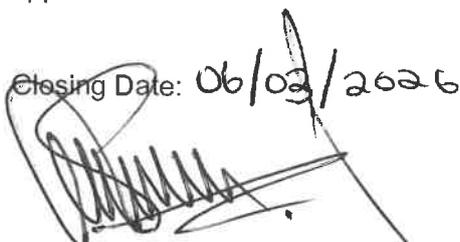
Appointments will be made according to the municipality's employment equity policy and affirmative action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID, driver's license 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: **Ms. S Mayeza HR Manager, Tel: 083 299 5349**. 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: 06/03/2026



**DR. FP MOTHAMAHA
MUNICIPAL MANAGER**

