

## Blouberg Municipality



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SENWABARWANA 0790  
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### ADVERTISEMENT

**BLOUBERG MUNICIPALITY hereby invites suitably qualified persons to apply for the following vacant positions:**

#### **MUNICIPAL MANAGER'S OFFICE**

**1 X Municipal Manager (5 years contract)**

**Market related total salary package negotiable**

**QUALIFICATIONS:** A minimum qualification of B Degree in Administration/Law/Finance or related field. Post graduate qualification in the applicable field shall be an added advantage. A minimum of five years experience in top managerial position in the public sector and/or in Local Government. Extensive experience in financial management policy development and management, strategic planning and implementation, programme management, monitoring, evaluation and reporting on service delivery, knowledge of legislation governing local government and other legislations, knowledge and application of performance management (preferably in local government sphere), extensive experience in community facilitation and networking.

**KPAs:** The successful incumbent will, as head of Administration and as accounting officer, take responsibility of the overall performance of the organization, including: the transformation of the organization to one that is developmentally focused; the development of an economical, effective, efficient and accountable administration equipped to carry out the task of implementing the municipality's Integrated Development Plan, operating in accordance with the Municipality's Performance Management System, responsive to the needs of the local community to participate in the affairs of the municipality; the Management of the Municipality's administration in accordance with the Municipal System's Act; Municipal Finance Management Act and other legislations applicable to the Municipality; the implementation of the Municipality's Integrated Development Plan and monitoring the progress with regard to implementing the plan; Administering and implementing the Municipality's by-laws and other legislation; Advising the political structure and political office bearers of the Municipality; exercising any powers and performing any duties delegated to the Municipal Manager by the Municipal Council or other delegating authorities of the Municipality; and rendering support to the office of the Mayor, Speaker and the Office of the Chief Whip.

#### **BUDGET AND TREASURY DEPARTMENT**

**1 X Chief Financial Officer (5 years contract)**

**MARKET RELATED TOTAL SALARY PACKAGE NEGOTIABLE**

**QUALIFICATIONS :** B. Com with Accounting as a major and/or National Diploma in Financial Accounting. 5 years experience in relevant management position. Computer

literacy. Post graduate qualification in the applicable field shall be an added advantage.

**KPAs** : The CFO shall report directly to the Municipal Manager. Coordinate and advise on the development and implementation of the entire municipal budget and related policies. Monitor and advise on compliance with the MFMA; MSA; DORA; and all other relevant and applicable financial legislation. Develop, manage and monitor the municipal revenue creation and collection strategy. Manage the entire financial personnel in the Municipality.

**CORPORATE SERVICES DEPARTMENT**

**1X COMMUNICATIONS OFFICER** (Outreach and Community Liaison)

**BASIC SALARY : R171 912.60**

**QUALIFICATIONS** : Any relevant B Degree or National Diploma with Communication as a major.

**KPAs** : The incumbent shall be responsible for Intergovernmental Relations; Outreach Programmes; Events Management; Community Liaising; Izimbizo; Stakeholder liaising and mobilization; Stakeholder database; local government communications and other tasks as delegated by Manager : Communication.

**Closing date is 03 June 2011.** E-mailed or faxed applications will not be considered

All applicants should list names, occupations and contact details of at least three non – relative individuals who may attest to their abilities. Shortlisted applicants may be screened for criminal records, qualification verification and/or any pending criminal cases. Council reserves the right not to make any appointment and to transfer employees between its head office at Senwabarwana and satellite offices (Currently at Alldays : Eldorado and Tolwe) from time to time due to operational reasons.

Interested persons may forward their application letters accompanied by a detailed CV and certified copies of qualifications and ID to Human Resources Office. Enquiries: Mr Sebola Hlongwane (015 505 7162)

**NOTE: Should you not hear from us within SIX WEEKS of the closing date kindly accept that your application has been unsuccessful.**

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**Machovani KE**  
**Acting Municipal Manager**

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**Date**