

BLOUBERG MUNICIPALITY



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BLOUBERG MUNICIPALITY HEREBY INVITES SUITABLY QUALIFIED PERSONS TO APPLY FOR FOLLOWING VACANT POSITIONS:

POSITION: **CHIEF FINANCIAL OFFICER (RE-ADVERT)**

Directorate: Office of the Municipal Manager
Type: 5 Years Performance Based Contract
Remuneration: All-inclusive package - R 769 844 - R864 994 - R960 143 Plus 4% remote allowance as per Government Gazette 41173 of the 10 October 2017.

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form and undergo a competency assessment and security vetting. The offer of remuneration is in line with the upper limits of total remuneration package payable to the Municipal Manager and managers directly accountable to the Municipal Manager, Government Gazette no 41173 of the 10th October 2017.

Requirements: At least NQF Level 6 in fields of Accounting, Finance or Economics, and a Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) will be an added advantage. The incumbent must have a minimum of 5 years work-related experience at middle management level; Core Managerial and Occupational Competencies; Financial and Supply Chain Management Competency Areas; Strategic leadership and management; Strategic financial management; Operational financial management; Extensive knowledge of local government legislation and a thorough understanding of local government systems. A valid motor vehicle driver's license.

Competencies: Sound knowledge of auditing principles and GRAP standards. Ability to demonstrate excellent municipal financial management, people management skills with service delivery focus. Comprehensive Knowledge and understanding of Municipal Finance Management Act, Treasury Regulations and other Local Government primary regulations. Knowledge of the preparation of annual financial statements, strategic plans, performance and risk management, SDBIP and budget compilation. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, Excel, PowerPoint etc. with exceptional analytical, coordination, communication and interpersonal skills. Extensive skills and experience in and knowledge of financial management. In-depth knowledge of the MFMA procurement legislation and other related regulatory framework. Proven leadership and management skills.

Key Performance Areas: Ensure full compliance with applicable legislations, internal policies and procedures by all structures within the municipality. Advise the Municipal Manager and Senior Managers in terms of the MFMA. Formulate and review internal financial policies and ensure implementation and adherence. Responsible for all financial services and affairs of the municipality in respect to income and expenditure, and monitor financial computer system. Develop and coordinate the financial plan in terms of the IDP, and compile financial reports and statements for submission to the Municipal Manager. Compile the budget as per Treasury requirements. Ensure implementation of Grap standards. Prepare Annual financial statement. Manage the Supply Chain unit. Oversee the development of medium and long term budget planning in line with budgeting processes and manage all budget submission to National Treasury and other relevant spheres. Champion the implementation of the mSCOA.

POSITION: **DIRECTOR: CORPORATE SERVICES**

Directorate: Office of the Municipal Manager
Type: 5 Years Performance Based Contract
Remuneration: All-inclusive package - R 769 844 - R864 994 - R960 143 Plus 4% remote allowance as per Government Gazette 41173 of the 10 October 2017.

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form and undergo a competency assessment, screening and security vetting. The offer of remuneration is in line with the upper limits of total remuneration package payable to the Municipal Manager and managers directly accountable to the Municipal Manager, Government Gazette no 41173 of the 10th October 2017.

Requirements: Bachelor Degree in Social Sciences/Public Administration/Law; or equivalent, and Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) as well as Registration with the South Africa Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body will serve as an added advantage. The incumbent must have a minimum of 5 years work-related experience at middle management level; have proven successful institutional transformation within public or private sector. A valid motor vehicle driver's license. Competencies as per the Government gazette no:37245: Strategic direction and leadership; people management; program and project management; financial management; change management; Governance leadership, moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication; results and quality focus.

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— Human capital management; Legal services; Facilities management; Information communication technology; and Council support; Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Good governance; Labour Relations Act, and other labour-related prescripts; Legal background and human capital management; and Knowledge of coordination and oversight of all specialized support functions.

Key Performance Areas: Overall management of Corporate Services Department; implement the Integrated Development Plan (IDP) as well as strategic goals for the Corporate Services Department, provide support and advice to the municipal manager and council on matters delegated to the department; implement the Service Delivery and Budget Implementation Plan (SDBIP); develop and implement key strategic/business plan including IT management plan, Human resources and other resources in accordance with local government legislation and treasury regulations; Manage efficient provision of municipal services; establish, operate and maintain support structures, processes and systems; direct and control key deliverables and outcomes for the department; Liaise with internal and external stakeholders; facilitate participation and involvement; Ensure legislative; regulatory, policy and operating standard compliance.

POSITION: **DIRECTOR: COMMUNITY SERVICES (RE-ADVERT)**

Directorate: Office of the Municipal Manager
Type: 5 Years Performance Based Contract
Remuneration: All-inclusive package - R 769 844 - R864 994 - R960 143 Plus 4% remote allowance as per Government Gazette 41173 of the 10 October 2017.

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form and undergo a competency assessment, screening and security vetting. The offer of remuneration is in line with the upper limits of total remuneration package payable to the Municipal Manager and managers directly accountable to the Municipal Manager, Government Gazette no 41173 of the 10th October 2017.

Requirements: Bachelor Degree in Social Sciences/Public Administration/Law; or equivalent, and Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) as well as Registration with the South Africa Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body will serve as an added advantage. The incumbent must have a minimum of five (5) years work-related experience at middle management level; have proven successful institutional transformation within public or private sector. A valid motor vehicle driver's license. Competencies as per the Government gazette no:37245: Strategic direction and leadership; people management; program and project management; financial management; change management; Governance leadership, moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication; results and quality focus.

Knowledge: Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; understanding of council operations and delegation of powers as well as Health service management; Cemetery management; Public safety; Parks and recreation management, Strategic leadership and management; Strategic financial management; Operational financial management; Extensive knowledge of local government legislation and a thorough understanding of local government systems.

Key Performance Areas: Overall management of Community Services Department; implement the Integrated Development Plan (IDP) as well as strategic goals for the Community Services Department, provide support and advice to the municipal manager and council on matters delegated to the department; implement the service delivery implementation plan (SDBIP); develop and implement key strategic/business plans including waste disposal and management plan, Human resources and other resources in accordance with local government legislation and treasury regulations; Manage efficient provision on municipal services; establish, operate and maintain support structures, processes and systems; direct and control key deliverables and outcomes for the department; Liaise with internal and external stakeholders; facilitate participation and involvement; Ensure legislative; regulatory, policy and operating standard compliance.

POSITION: **DIRECTOR: TECHNICAL SERVICES**

Directorate: Office of the Municipal Manager
Type: 5 Years Performance Based Contract
Remuneration: All-inclusive package - R 769 844 - R864 994 - R960 143 Plus 4% remote allowance as per Government Gazette 41173 of the 10 October 2017.

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form and undergo a competency assessment, screening and security vetting. The offer of remuneration is in line with the upper limits of total remuneration package payable to the Municipal Manager and managers directly accountable to the Municipal Manager, Government Gazette no 41173 of the 10th October 2017.

Minimum requirements: Bachelor of Science Degree in Engineering/BTech: Engineering; or equivalent, with five (5) years relevant experience at middle management, or as programme/project manager; and 3-4 years must be at professional/management level engineering management experience. The applicant must be computer literate and have a valid driver's license and his/her own road-worthy vehicle. The incumbent must be a person of honesty and integrity. Certificate of competency as required in terms of the General Machinery Regulations, 1988; or registration with a recognised relevant engineering professional body and Certificate in Municipal Finance Programme will serve as an added advantage.

Competencies: Good knowledge and understanding of relevant policy and legislation; good knowledge and understanding of institutional governance systems and performance management; must have extensive knowledge of the public office environment; and must be able to formulate engineering master planning, project management and implementation; and a valid motor vehicle driver's license.

Tasks and responsibilities: Overall management of Technical Services Department, implement the Integrated Development Plan (IDP) as well as strategic goals for the Technical Services Department, provide support and advice to the Municipal Manager and Council on matters delegated to the department, implement the Service Delivery and Budget Implementation Plan (SDBIP).

Key Performance Areas: Overall management of Technical Services Department; implement the Integrated Development Plan (IDP) as well as strategic goals for the Technical Services Department, provide support and advice to the municipal manager and council on matters delegated to the department; implement the Service Delivery and Budget Implementation Plan (SDBIP); develop and implement key strategic/business plans including project management, roads and storm water, water and sanitation, electrical services and other duties in accordance with local government legislation and treasury regulations; perform duties and functions delegated to the Senior Manager Technical Services by the Accounting Officer/Municipal Manager; manage departmental budget, human resources and efficient provision of municipal services; establish, operate and maintain support structures, processes and systems; direct and control key deliverables and outcomes for the department; liaise with internal and external stakeholders; facilitate participation and involvement; Ensure legislative; regulatory, policy and operating standard compliance.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to: The Municipal Manager; Blouberg Municipality, P.O. Box 1593 Senwabarwana 0790 or deliver to 2nd Building Mogwadi-Senwabarwana Road, Senwabarwana.

All application forms must be submitted on an official prescribed form of Blouberg Municipality (note that the form is meant for senior management positions only. For other positions, one should send an application letter plus a CV with certified copies of required documents). The form for senior management positions is downloadable on the Municipal website www.blouberg.gov.za or physically obtained from municipal offices, a comprehensive CV and originally certified copies of; identity document, valid driver's license and qualifications.

Applications without the above mentioned form and emailed or faxed will not be considered, further that all applicants should list names, occupants and contact details of at least three non-relative individuals who may attest to their abilities. Council reserves the right to / not to make any appointments and transfer employees between its head office at Senwabarwana and Satellite Offices (currently at Alldays Eldorado; Tolwe, Raweshi, Inveraan and Senwabarwana) from time to time due to operational reasons. If no response is received from Blouberg Municipality within 60 days after the closing date, regard your application as unsuccessful. Correspondence regarding the advertised position will be limited to successful candidates only. Further enquiries may be directed to HRM Officer: Mr. Mashilo Ngoepe on 015 505 7122.

Kindly note that the closing date for applications is Friday 29 December 2017 at 16:30.