



BLOUBERG LOCAL MUNICIPALITY



P.O. Box 1593, SENWABARWANA 0790
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 Enq: Ngoepe M 16 February 2024 Tel: 015 505 7100

Blouberg Local Municipality hereby invites suitably qualified persons to apply for the following vacant positions:

DEPARTMENT: TECHNICAL SERVICES
POSITION: DIRECTOR: TECHNICAL SERVICES
(Re-advert)
Directorate: Office of the Municipal Manager
Type: Permanent post

Remuneration: Total remuneration package will be in terms of Government Notice No. 2760 dated 18 November 2022 (Minimum: R884,772, Midpoint: R994,126, Maximum: R1, 087,610) per annum plus 4% remote allowance.

The successful incumbent will be on a permanent basis and will be required to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. Will also be required to undergo a competency assessment, screening and security vetting. He/she will be stationed at Blouberg Local Municipality's head office in Senwabarwana.

Minimum requirements: Bachelor of Science Degree in Engineering/ BTech: Engineering, 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 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 system; 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.

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING
(Re-advert)

Position: Director: Economic Development and Planning
Directorate: Office of the Municipal Manager
Type: Permanent post

Remuneration: Total remuneration package will be in terms of Government Notice No. 2760 dated 18 November 2022 (Minimum: R884, 772, Midpoint: R994, 126, Maximum: R1, 087, 610) per annum plus 4% remote allowance

The successful incumbent will be on a permanent basis and will be required to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. Will also be required to undergo a competency assessment, screening and security vetting. He/she will be stationed at Blouberg Local Municipality's head office in Senwabarwana.

Requirements: Bachelor of Science Degree in Building Science/ Architect/ Bachelor Degree in Town Planning and Regional Planning/ Development Studies; or equivalent. Project management certificate of diploma or registration as a Professional Planner in accordance with the Planning Professions Act, 2002 (Act No 36 of 2002) will be an added advantage. The incumbent must have minimum of five years relevant experience at senior or middle management level and have proven successful Professional Development/ Town and Regional Planning experience. Proven successful institutional transformation within public service. The incumbent must be computer literate and have a valid drivers' license and own roadworthy vehicle. Certificate in Municipal finance management programme.

Competencies: the incumbent must have the following core competencies as per government gazette no. 37245: Strategic direction and leadership, people management, program and project management, finance management, change information management, communication, results and quality focus.

Knowledge: Good knowledge and understanding of relevant policy and legislation; Good understanding of institutional governance system and performance management; Good knowledge of understanding supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); knowledge of geographical information systems; and knowledge of spatial, town and development planning. Good understanding of council operations and delegation of power, local economic development, building regulations, Spluma, audit and risk management.

Key performance Area: Provision of strategic direction and operational plans for the Municipality. Develop policies aimed at improving the social economic conditions of communities. Advise the Municipal Manager on national and regional trends affecting the Municipality. Ensure that a Local Economic Development Strategy and a Tourism Strategy that are linked to the IDP of the Municipality is developed and implemented. Ensure that a Spatial Development Framework (SDF) and Land Use Management System (LUMS) are developed and linked to the IDP of the Municipality.

DEPARTMENT: FINANCE
POSITION: CHIEF FINANCIAL OFFICER
(Re-advert)

Directorate: Office of the Municipal Manager
Type: Permanent post

Remuneration: Total remuneration package will be in terms of Government Notice No. 2760 dated 18 November 2022 (Minimum: R884, 772, Midpoint: R994, 126, Maximum: R1, 087, 610) per annum plus 4% remote allowance

The successful incumbent will be on a permanent basis and will be required to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. Will also be required to undergo a competency assessment, screening and security vetting. He/she will be stationed at Blouberg Local Municipality's head office in Senwabarwana.

Requirements: A degree in Accounting/Financial Management/Cost and Management Accounting/Auditing, MFMP Certificate, Registration with a relevant professional body. At least 5 years' experience in relevant senior management position. Extensive knowledge of local government legislation and a thorough understanding of local government systems. A valid motor vehicle driver's license.

Competencies: Must have obtained the National Treasury Competency Level qualification (CPMD or MFMP). Sound knowledge of auditing principles and GRAP 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 strategic plans, business plans 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 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.

TECHNICAL SERVICES
1X DEPARTMENTAL SECRETARY
Post level T7 of Grade 3
Basic salary: R200 425.35
Employment type: Permanent

Qualification: National Certificate/Diploma in Secretariat/Administration, Computer literacy Plus 1 year relevant experience
KPA's: Perform general secretariat duties of the technical services department, administration duties, Filing of documents, capturing of data, Writing departmental meetings minutes, accommodation and travel bookings for departmental staff, drafting of letters and memos.

MUNICIPAL MANAGER'S OFFICE
1X MANAGER MAYORS OFFICE

Directorate: Municipal Manager's Office
Employment type: Fixed term contract linked to the term of office of the current mayor's term of office
Post Level: T16
Remuneration: R611 769.88

Qualifications and Requirements: Bachelor's degree in Public Administration or relevant qualification as well 3 years' experience in Municipal environment, Drivers license.

KPA's: Plan, Lead, Organize and control the administrative functions of the Municipality. Develop divisional vision and strategy. Advise the Municipal Manager regarding planning, implementation and guidelines are adopted and complied with all transactions, activities and sequence. Coordinate the development and maintenance of systems, policies, procedures and processes.

1X EXECUTIVE SECRETARY
Post level T9 of Grade 3
Basic salary: R262 984.38

Employment type: Fixed term contract linked to the term of office of the current mayor's term of office

Qualification: National Certificate/Diploma in Secretariat/Administration, Computer literacy Plus 1 year relevant experience
KPA's: Perform general secretariat duties of the Office of the Mayor, administration duties, Filing of documents, Receiving of guests, capturing of data, Writing departmental meetings minutes, accommodation and travel bookings for the mayor, drafting of letters and memos.

ECONOMIC DEVELOPMENT AND PLANNING

1X DEPARTMENTAL SECRETARY
Post level T7 of Grade 3
Basic salary: R200 425.35
Employment type: Permanent

Qualification: National Certificate/Diploma in Secretariat/Administration, Computer literacy Plus 1 year relevant experience

KPA's: Perform general secretariat duties of the ED& Planning department, administration duties, Filing of documents, capturing of data, Writing departmental meetings minutes, accommodation and travel bookings for departmental staff, drafting of letters and memos.

FINANCE

1X BILLING CLERK
Post level T6 of Grade 3
Basic salary: R179 947.65
Employment type: Permanent

Qualification: National Certificate in Accounting, Computer Literacy, Matric
KPA's: Perform administrative and accounting procedures in relation to conducting billing changes, reconciliations and data capturing.

1X CASHIER

Post level T6 of Grade 3
Basic salary: R179 947.65
Employment type: Permanent

Qualification: National Certificate in Accounting, Computer Literacy, Matric.
KPA's: Perform tasks/activities associated with receiving and receipting payments for services from public.

1X ACCOUNTANT: ASSETS

Post level T11 of Grade 3
Basic salary: R 341 187.05
Employment type: Permanent

Qualification: National Diploma in Accounting/Assets/Cost and Management Accounting. A valid driver's license. Computer literacy

KPA's: To co-ordinate procedures and sequences associated with administration and processing of the assets register, investments and insurance and other related processes within the Asset Management section. Maintain asset register by ensuring compliance with Asset Management Policy. Reconcile asset register reconciliation with the ledger and balances the assets register

CORPORATE SERVICES

1X MANAGER INFORMATION TECHNOLOGY

Post level T16 of Grade 3
Basic salary: R611 769.88
Employment type: Permanent

Qualification: A Degree in Information Technology/Computer Science. Drivers License (Code C1). 5 Years relevant experience of which 3 years must be at Supervisory level.

KPA's: To provide leadership for developing and implementing information technology initiatives that align with the Municipality vision, Provide Information Technology strategic support to the municipality. Management of Information technology management systems functions. Manage Information system security and risk. **NB:** Blouberg Municipality is an equal opportunity and affirmative action employer Committed to the implementation of Employment Equity Act and other Labour Laws.

Closing Date: 26 March 2024

Emailed or Faxed applications will not be considered.

Applications may be send by: 1. Hand delivery 2. Courier

NB. All applicants should list names, occupants 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 to make any appointment and transfer employees between its head office at Senwabarwana and Satellite Offices (currently at Alldays, Eldorado, Tolwe, Raweshi, Langlaagte and Senwabarwana) from time to time due to operational reasons.

Interested persons must forward their applications, Official Blouberg Municipality Application Form downloadable from the municipality's website, accompanied by a detailed CV and certified copies of qualifications and I.D either by hand delivery or courier to Blouberg Municipality Head Office, 2nd Building Mogwadi-Senwabarwana Road in Senwabarwana or at any of our satellite offices (Alldays, Eldorado, Raweshi, Tolwe, Langlaagte, Inveraan):

Enquiries: HR Unit 015 505 7100.

Should you not hear from us within six weeks of the closing date kindly accept that your application has been unsuccessful.

RAMOTHWALA R.J
MUNICIPAL MANAGER