

Blouberg Municipality



BLOUBERG MUNICIPALITY

01-11-2016

P.O. BOX 1593
SENWABARWANA, 0790
TEL: 015 505 7100

P.O. Box 1593
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Tel: No: 015 505 7100
Fax: No: 015 505 0568/ 0296
E-mail: hr@blouberg.gov.za

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

FINANCE DEPARTMENT

Position : Chief Financial Officer
Directorate : Office of the Municipal Manager
Type : 5 Years Performance Based Contract
Remuneration : R 726 954-R816 803-R906 651

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Requirements: At least NQF Level 6 in fields of Accounting, Finance or Economics, and Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) will be an added advantage. The incumbent must have 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.

Received: M P Makhimbe

[Signature]

[Signature]

01/11/2016

All applications must be on the prescribed form for senior managers and can be obtained from Municipal website www.blouberg.gov.za or Municipal offices:

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING

Position : Director: Economic Development and Planning
Directorate : Municipal Manager's office
Type : Five (05) years performance based contract
Remuneration : R726 954- 816 803- 906 651

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 (5) 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 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 powers, local economic development, building regulations, Spluma, audit and risk management.

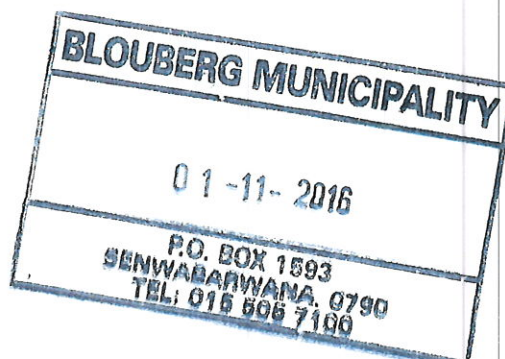
Key performance Areas: Provision of strategic direction and operational plans for the municipality. Develop policies aimed at improving the social economic conditions of the communities. Advise the Municipal Manager on national and regional trends affecting the Municipality. Ensure that a Local Economic 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.

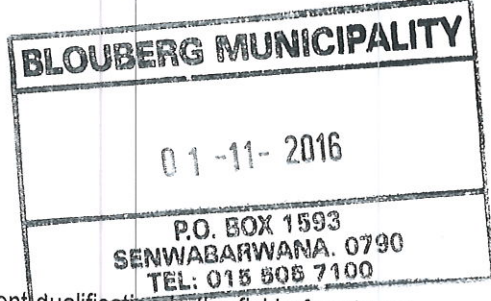
1x Manager: Mayors office

Basic salary: R356 946.74

Qualifications and Requirements: Grade 12 plus NQF level 6 or relevant qualification as well 3 years' experience in in public sector.

KPAs: Plan, Lead, Organize and control the administrative functions of the council. Develop divisional vision and strategy. Advise the mayor 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.





1 x Manager: Raweshi Satellite Office

Basic salary: R356 946.74 pa

Qualifications: An appropriate B Degree or relevant equivalent qualification in the field of social sciences, law or public administration. Good communication skills. Office administration. Ability to meet deadlines and perform under pressure and work odd hours. Energetic and able to initiate action.

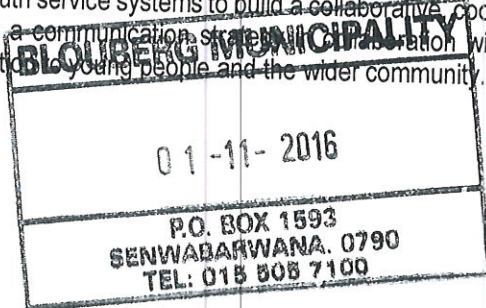
Duties : To perform functions, exercise power and discharge duties on behalf of the Municipal Manager as delegated by the Municipal Manager; To control, coordinate and manage the office of the Municipal Manager; To render support to the Municipal Manager; To liaise and interact with the Office of the Mayor, Senior Managers; Officials and councilors.

1 x officer: Youth Programmes

Basic salary: R 253 849.92

Qualifications: An appropriate tertiary qualification or extensive experience in youth services, social work, community development or related field. Strong proven organizational and project management skills and the ability to translate youth and service needs and programs for young people. Good communication skills and the ability to meet deadlines on youth programmes. Be able to perform under pressure and work odd hours. Energetic and able to initiate action.

Duties : Work collaboratively with relevant stakeholders and young people and identify their current needs, services and assets that can be built on. Work with youth service systems to build a collaborative, coordinated approach to planning and service delivery. Develop a communication strategy in collaboration with youth service and young people to improve effective promotion to young people and the wider community.



CORPORATE SERVICES

2 x Drivers

Basic salary: R129 137.20 plus benefits.

Requirements: Grade 10 plus Valid code C1 Driver's license. 1-2 years driving experience. Ability to work under pressure. Be able to read and write.

KPA's: Transporting personnel, materials and equipment.

TECHNICAL DEPARTMENT

1x PMU Manager

Basic salary: : R 355 658 – R 447 523.68

Qualifications and Requirements: Applicable B Degree/ National Diploma in Engineering plus five years relevant experience

KPAs: Responsible for the management of infrastructure programme by ensuring that it complies with all applicable legislation, policies and conditions applicable to MIG or BLM. All projects meet overall planning objectives and specific key performance indicators as determined by the funder (MIG or ADM) The co-ordination of regular progress meetings at municipal level registration at district or local level happens. Project Management Unit (PMU) performs all the associated project management and administrative functions. Responsible for administration and financial management of MIG funds by ensuring that

Allocations are based on formula by checking budget allocations against backlog based formula and recommending adjustments as and when required. DORA/MFMA conditions and reporting requirements are observed by communicating DORA/MFMA and reporting requirements to the recipient directorates and their respective Project Implementation Units. Liaison with the Finance Department for budget compilation and reviews by interacting through meetings, telephonic conversations and etc. Review of programme performance by conducting cash flow vs. actual

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expenditure reviews. Devising and implementing corrective measures when needs arise or anticipated

1x PMU Technician

Basic salary: R 253 849.92 – R334 178.88

Qualifications and Requirements: Applicable B Degree/ National Diploma in Engineering plus three years relevant experience

KPAs: Responsible for MIS data and database management by checking that Correctness and completeness of the data received and captured by ensuring that desk-top and when possible site verifications are undertaken before data is used. MIS is updated with the most correct and recent data is available. All queries, applications, reports and systems are always up and running. Relevant data and database processes are in place and applied. Technical support of end for end users is always available and offered. Database is manipulated for the preparation of all necessary reports to the Municipality and relevant provincial and national departments. The provincial office (MIG) based GIS facilities are used. Responsible for monitoring and evaluation of MIG programme by checking and seeing to it that backlog studies, socio-economic impact assessments and environmental impact assessments of project are undertaken, for detailing how the MIG programme has impacted on the communities and municipalities in terms of skills development, community

Closing date is 28 November 2016. Emailed or faxed applications will not be considered.

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.

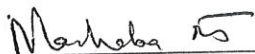
Council reserves the right not to make any appointment and transfer employees between its head office at Senwabarwana and Satellite Offices (currently at Alldays Eldorado; Tolwe, Raweshi, Inveraam and Senwabarwana) from time to time due to operational reasons.

Interested persons must forward their completed application form (obtainable from municipal website www.blouberg.gov.za) accompanied by a detailed CV and certified copies of qualification and I.D to The Human Resource Manager, Blouberg Municipality

P.O Box 1593 Senwabarwana 0790: Enquiries: **Mr. Mashilo Ngoepe 015 505 7122**

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

**NB: Blouberg Municipality is an equal opportunity and affirmative action employer
Committed to the implementation of Employment Equity Act and other Labour Laws.**



**MACHABA M.J.
ACTING MUNICIPAL MANAGER**

26-10-2016
DATE