



MOHOKARE
LOCAL MUNICIPALITY



P. O. Box 20, Zastron, 9950
Tel: 051 673 9600
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www.mohokare.gov.za

Mohokare Local Municipality is situated in the Xhariep District with the head office in Zastron in the Free State Province. It subscribes to Employment Equity and Affirmative Action, Applications are hereby invited from suitably qualified and experienced candidates to apply for the following vacant positions which reports directly to the Municipal Manager.

DIRECTOR CORPORATE SERVICES

CONTRACT: Five (5) years fixed term performance based employment contract

SALARY: all- inclusive remuneration package of between R769,844 (minimum), R864, 994 (midpoint), R960, 143 (maximum) as per Government Gazette No 41173 of 10th October 2017.

Qualifications:

A Bachelor degree in Public Administration/ Management Sciences/ Law or equivalent

Requirements:

5 years' experience at Senior Management level preferably in local government and have proven successful management experience in administration; knowledge of local government legislation, ability to provide strategic innovative and visionary leadership, ability to communicate and negotiate at all levels of government, computer literate and a Valid driver's licence.

Added Advantage:

Registration with a recognised relevant professional body will serve as a strong recommendation.

Must meet the competency levels for senior managers as published per Government Gazette no 29967 dated 15 June 2007 are essential.

Key performance areas:

Development, implementation and management of strategic goals, policies, procedures and plans for the Directorate aligned with municipal strategic goals, Lead and manage staff within the Department to enable them to meet their objectives, provide advisory role to Council regarding aspects falling within the scope of work and carry out Council decisions. Lead and manage the legal section so that the Council is proactively protected and that by-laws and other legal documents are suitably drafted, Providing legal advice and administration services, Lead and manage the Secretariat Services so that the Council is provided with an effective committee service, its resolutions are executed and that general council administration operates efficiently; overseeing the implementation of the Labour Relations Acts, BCEA, of Employment Equity and Skills Development Acts, Collective Agreements. Providing strategic Human Resource direction, advice and liaison services to management and overseeing records management.

TYPE OF KNOWLEDGE

- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding institutional governance systems and Performance Management Systems;
- Good knowledge of corporate governance support service including:
 - (a) Human Capital Management;
 - (b) Legal Services;
 - (c) Facilities Management;
 - (d) 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);
 - (e) Good Governance;
 - (f) Labour Relations Act, and other Labour Relations Prescripts;
 - (g) Legal and Human Capital Management; and
 - (h) Knowledge of coordination and oversight of all specialized support functions.

DIRECTOR TECHNICAL SERVICES

CONTRACT: Five (5) years fixed term performance based employment contract

SALARY: all- inclusive remuneration package of between R769,844 (minimum), R864, 994 (midpoint), R960, 143 (maximum) as per Government Gazette No 41173 of 10th October 2017.

Qualifications:

A Bachelor of Science degree in Engineering/ BTech: Engineering; or equivalent.

Requirements:

5 years engineering management experience at Senior Management level preferably in local government. 3-4 years must be at professional/management level engineering management experience. Extensive knowledge of public office environment and ability to formulate and implement engineering master plans, and project management, computer literate and valid drivers licence.

Added Advantage:

Certificate of competency as required in terms of the General Machinery Regulations, 1988; or Registration with a recognized relevant engineering professional body will be an added advantage. The competency levels for senior managers as published per Government Gazette no 29976 dated 15 June 2007 are essential.

Key Performance Areas:

Formulate and provide strategic direction in various engineering matters and report to the municipal manager for the enhancement of service delivery. Motivate for the funding of engineering related projects, projects costing and management. Liaise with national and provincial government departments. Align departmental plans and objectives with the municipal integrated development plan and strategic objectives. Assist the accounting officer to achieve corporate targets to the provision of rendering service delivery to the local municipality. Participate in preparing the integrated development plan of the municipality. Prepare reports to Portfolio committees, Executive committee and council. Attend to human resources and administrative matters of the department, responsible for performance management of the department. Plan and implement infrastructure funding from different sources. Responsible for the implementation of grants such as MIG, RBIG, WSIG etc. Coordinate and manage water, sanitation, electricity and roads projects. Advise council of new developments on infrastructure and service delivery. Manage Maintenance of municipal infrastructure.

Knowledge:

Good knowledge of Local Government sector, legislations, policies, regulations, standards and procedures. Good knowledge and understanding of institutional governance systems and performance management. Must have extensive knowledge of the public office environment; and Excellent Computer Skills. Must be able to formulate engineering master planning, project management and implementation.

CHIEF FINANCIAL OFFICER

CONTRACT: Five (5) years fixed term performance based employment contract

SALARY: all- inclusive remuneration package of between R769,844 (minimum), R864, 994 (midpoint), R960, 143 (maximum) as per Government Gazette No 41173 of 10th October 2017.

Qualifications:

A Bachelor's degree or B.Tech in Accounting/NQF Level 6 in the field of Accounting, Finance or Economics or Chartered Accounting SA.; Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 or Equivalent Qualification;

Requirements:

5 years' relevant experience at Senior Management level preferably in local government. Extensive knowledge of legislation procedures and processes pertaining to Local Government Finance including the provisions of the Municipal Finance Management Act. Strategic leadership and people management capabilities, computer literate and Valid driver's licence. Willingness to work irregular hours with extensive travelling. Compliance with limitation of political rights as contained in Municipal Systems Amendment Act, No 7 of 2011.

Added Advantage:

A post-graduate degree or relevant NQF Level 7, MFMP qualification and registration with a relevant professional body will serve as a strong recommendation.



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Key Performance Areas :

Planning, organizing and controlling all activities of the Finance Department. Perform all delegations by the Accounting Officer in terms of MFMA, and any other duties or functions that may be assigned by the Accounting Officer of the municipality. Managing, planning, organizing, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as Supply Chain Management. Contributing to strategic planning and budget alignment and reporting to executive and management team; Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA; Assist the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the municipalities budget; and financial statements; Advise Senior Managers and other senior officials on the exercise of powers and duties assigned to them in terms of Section 78 or delegated to them in terms of Section 79 of the MFMA; Perform budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may be required in terms of section 79; Develop a medium term financial framework within which Council can operate, control the auxiliary support services so that there are efficient and effective financial systems in place.

DIRECTOR-COMMUNITY SERVICES

CONTRACT: Five (5) years fixed term performance based employment contract

SALARY: all- inclusive remuneration package of between R769,844 (minimum), R864, 994 (midpoint), R960, 143 (maximum) as per Government Gazette No 41173 of 10th October 2017.

Qualifications:

A recognised Bachelor's Degree or B. Tech in Social Sciences/Public Administration or equivalent

Experience Requirements:

At least Five (5) years' experience in middle management position in Local Government level. Knowledge of Local government/public sector legislation, policy, regulations, standards and procedures. Have proven successful institutional transformation within public or private sector.

Added Advantage:

Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body will serve as a strong recommendation. Valid driver's license and computer literate.

Key Performance Areas:

Report directly to the Municipal Manager on key departmental activities. Overall management of the community services department. Manage the entire Community and Social Services Directorate and provide advice on Local Government legislative Prescripts. Develop strategies that enhance service delivery in the municipality and promote good relations and participation of beneficiaries. Implement the integrated development plan as well as strategic goals of community services department. Responsible for all assets, income and expenditure related to Directorate. Ensure that municipal services within area of responsibility are provided to the local community in an equitable manner taking into consideration quality cost and time. Develop and implement the Directorate SDBIP, lead and direct staff to ensure implementation. Understanding legislations related to parks and recreation, cemeteries, traffic management, disaster management, human settlement and social and waste management. Enforcing compliance will all legal requirements and by-laws applicable within the department. Responsible for human settlement, law enforcement and security management.

N.B:

- Applications for the above vacant posts must be submitted on an official application form, available on the municipal website (www.mohokare.gov.za) or from **Mohokare Local Municipality offices in Zastron, Smithfield and Rouxville**, accompanied by detailed curriculum vitae with certified copies of ID and qualifications not longer than three months. **No applications will be considered if it is not on the official application form.**
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof.

- Shortlisted/ recommended candidates will be subjected to a competency based assessment over 2 day's prior appointment and also to undergo security vetting.
- The appointed candidates will be stationed in Zastron (Head Office); Council reserves a right to place and move candidates anywhere in the municipality.
- Successful candidate will be required to sign employment contract on or before assumption of duty, a performance agreement within 60 days of appointment and disclosure of financial interest
- If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application is unsuccessful.
- The successful candidates will report directly to the Municipal Manager
- A written confirmation will be required from successful candidates that they do not hold political office at the date of appointment.
- The municipality reserves a right not to appoint any applicant to this position. No late, faxes or e-mailed applications will be accepted.

The above appointments will be made in compliance with the provisions of sections 56 & 57 of the Local Government: Municipal Systems Amendment Act 7 of 2011 read with the Regulations on Appointment of Senior Managers No. 37245 of 17 January 2014.

Please forward your application to:

The Acting Municipal Manager: Mr. S. MOOROSI
Mohokare Local Municipality
P.O. Box 20
Zastron
9950

Closing Date: 01st MARCH 2018

No late, faxed or e-mailed applications will be accepted.

Enquiries: The Acting Municipal Manager Tel: 051 673 9600 during office hours.

**MR. S. MOOROSI
ACTING MUNICIPAL MANAGER**