

MOPANI DISTRICT MUNICIPALITY



MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION AS THE FOOD BASKET OF SOUTHERN AFRICA AND THE TOURIST DESTINATION OF CHOICE IN SOUTH AFRICA

APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

MUNICIPAL MANAGER

HEAD OFFICE: Giyani • (Five years fixed term contract)

REMUNERATION PACKAGE: R1 011 686.00 (Minimum) or R1 176 380.00 (midpoint) or R1 341 073.00 (maximum) per annum (as per Government Gazette No.40117)

REQUIREMENTS: • A minimum qualification of an appropriate Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent. • A minimum of five (5) years relevant experience at a senior management level. • A post graduate qualification and/or CPMD/MFMP will be an added advantage. • An incumbent must have a driver's licence and be computer literate. **KNOWLEDGE:** • Advanced knowledge and understanding of relevant policy and legislation; • advanced understanding of institutional governance systems and performance management; • advanced understanding of Council operations and delegation of powers; • good governance; • audit and risk management establishment and functionality; • budget and finance management and a proven record of successful institutional transformation within the public or private sector. **COMPETENCIES/KEY PERFORMANCE AREAS:** The successful candidate will be responsible and accountable for the following: • An economical, effective, efficient and accountable administration. • The management of the Municipality's administration in accordance with the Municipal Systems Act and other legislation applicable to local government. • The implementation of the Municipality's Integrated Development Plan, and the monitoring of progress with implementation of the plan. • The management of the provision of services to the district community in a sustainable and equitable manner. • The appointment of staff other than those referred to in Section 56 of the Municipal Systems Act. • The maintenance of discipline of staff, promotion of sound labour relations and compliance by the municipality with applicable labour legislation. • Advising the political structures and political office bearers. • Managing communications between the Municipality's administration and its political structures and political office bearers. • Facilitating participation by the local community in the affairs of the Municipality. • Developing and maintaining a system whereby community satisfaction with Municipal services are assessed. • The implementation of national and provincial legislation applicable to the Municipality, and the performance of any other function that may be assigned by the Municipal Council. • Give support to local municipalities in terms of legislation applicable to a District Municipality. Administering and implementing the Municipality's by-laws and other legislation. • Responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities and proper diligent compliance with applicable municipal finance management legislation and implementing strategic goals of the Municipality through cooperation and innovative team work.

SENIOR MANAGER: PLANNING AND DEVELOPMENT

HEAD OFFICE: Giyani • (Five years fixed term contract)

REMUNERATION: R835 477 (minimum) or R965 (869 midpoint) or R1 096 262 (maximum) per annum (as per Government Gazette No. 40117).

REQUIREMENTS: • A minimum qualification of an appropriate Bachelor Degree in Town and Regional Planning or Development Studies. • Minimum of Five (5) years' experience at middle management level. **KNOWLEDGE:** • Good knowledge and understanding of relevant policies and legislation, good understanding of Institutional governance systems and performance management. • Good knowledge of Supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). • Knowledge of Geographical Information systems, Project Management Certificate or 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. **COMPETENCIES/ KEY PERFORMANCE AREAS:** The successful candidate will be responsible and accountable for the following: • Provide support to the development and review of the IDP. • Management of the LED initiatives; SMME development, tourism development, economic policy and research as well as investments and trade promotions. • Leverage government and international donor funds to support IDP and sector plans. • Develop and implement district land management strategies and spatial plans. • Support local municipalities with regards to land use management and development planning, manage all cartographic and other technical information. • Develop and maintain GIS to support decision making in spatial planning and LED functions. • Develop and implementation of strategies that will have a measurable positive impact on economic development. • Management of the department according to policies and strategies of the municipality.

SENIOR MANAGER: ENGINEERING SERVICES.

HEAD OFFICE: Giyani • (Five years fixed term contract)

REMUNERATION: R835 477 (minimum) or R965 869 (midpoint) or R1 096 262 (maximum) per annum (as per Government Gazette No. 40117).

REQUIREMENTS: • A minimum qualification of Bachelor of Science Degree in Engineering /BTech: Engineering or equivalent. • Five (5) years' experience at middle management level preferably at local government, or as programme/project manager, and 3 to 4 years' engineering management experience at a professional/engineering management level. • Extensive and practical knowledge of the local government environment. • Certificate of competency as required in terms of General Machinery Regulations. 1988 or registration with a recognized relevant engineering professional body will be an added advantage. • A valid EB code driver's license is essential. **KNOWLEDGE:** • Good knowledge and understanding of relevant policy and legislation, good knowledge and understanding of institutional governance systems and performance management. • The incumbent must have knowledge of the public office environment, and must be able to do engineering master planning, project management and implementation. **COMPETENCIES/ KEY PERFORMANCE AREAS:** The successful candidate will be responsible and accountable for the following: • Providing leadership and direction to the directorate through managing all sub-divisions effectively to the fulfilment of the vision of Mopani district Municipality. • Overall responsibility for infrastructure planning within a developmental context and in line with IDP. • Management of the Project Management Unit to ensure implementation and control of all infrastructure projects of Mopani District Municipality to ensure adherence to specifications and timely completion. • Managing the co-ordination and cooperation with local municipalities in the district and other stakeholders such as Eskom to ensure sustainable provision of electricity infrastructure and services to communities in the district. • Managing the co-ordination and cooperation with local municipalities in the district and other stakeholders to ensure sustainable provision of transport infrastructure and services to communities in the district. • Contribute to the drafting and implementing the departmental strategic plan and SDBIP and preparing and talking control of departmental budget. • Management of the department according to policies and strategies of the municipality. For further information please contact Mr MZ Mazwasha Director Corporate Services 015-811 6300 during working hours.

DEPUTY MANAGER - SCM. • HEAD OFFICE: Giyani

Remuneration: R462 236.63 per annum plus 13th Cheques, Car Allowance, Housing Subsidy, UIF, Medical Aid and pension benefits.

MINIMUM REQUIREMENTS: • Grade 12, B Com Degree or an equivalent NQF level 7 qualification in Accounting. • A minimum of 5 years' experience in a Supply Chain Management field, of which 3 years must have been at middle management. • In-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. • Project management, supervisory skills, good planning and organisational skills. • Good interpersonal relations and good communication skills (written and verbal). • The ability to work under pressure and preparedness to work overtime, when required. • A qualification relating to the National Treasury Competency Requirements for Senior Officials, e.g. CPMD/MFMP/ELMDP will be an added advantage. • Advanced skills in Word, Excel and Windows 2013 programs. • A Code EB driver's licence is essential. • Preparedness to be subjected to security clearance and disclosure of financial interest. **KEY PERFORMANCE AREAS:** • Formulation of SCM policies and procedures for the municipality. • Responsible for the full supply chain management processes; - from demand management through to monitoring and reporting. • Administer and implement procurement in terms of Council's Procurement Policy, the Preferential Procurement Regulations, Supply Chain Management Regulations and other legislated requirements. • Compilation, implementation and reporting on the operational and risk plans related to supply chain management. • Monthly management reports including but not limited to relevant disclosure notes. • Manage the municipality stores and control inventory. • Responsible for the compiling and controlling of the business unit's budget. • Manage all personnel matters in the business unit. • Ensure timely and correct payment of suppliers. • Ensure an uninterrupted flow of materials/goods to all users. • Provision of a travel services to internal clients. • Management of the department according to policies and strategies of the municipality.

2x ACCOUNTANTS: DEMAND AND ACQUISITIONS MANAGEMENT

HEAD OFFICE: Giyani

Remuneration: R388 879.73, R408 518.00 and R429 209.50 per annum plus 13th Cheques, Car Allowance, Housing Subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: • Grade 12, B Com Accounting degree or related qualification. • A minimum of 3 years' experience in Supply Chain Management with knowledge of local government and municipality financial systems and policies. • Knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. • Knowledge of accounting principles. • Computer literacy in Word, Excel and Windows 2013 programs. • Code B drivers licence and preparedness to be subjected to security clearance. **KEY RESPONSIBILITIES:** • Supporting the development, implementation and monitoring of policies, procedures and processes of supply chain management. • Provide technical assistance in the implementation of Supply Chain policies and procedures. • Promote compliance with SCM policies, procedures and processes in all departments of the municipality. • Ensure the municipality is up-to-date on changes in legislation, trends and development in Supply Chain Management. • Service bids committees and advise them on SCM processes and procedure, as well as ensuring that minutes and related records are kept. • Responsible for advertising municipal tenders, and development of the municipal supplier data base. • Ensure that suppliers on database meet the Supply Chain Management requirement through training/workshop. • Ensure that preferred suppliers that are utilized for procurement of goods and services contribute to the procurement objectives and targets. • Liaise with suppliers on procurements. • Drafting and compiling monthly reports.

2x ASSISTANT ACCOUNTANT: DEMAND AND ACQUISITIONS MANAGEMENT • HEAD OFFICE: Giyani

Remuneration: R343 540.86, R361 025.70, and R379 423.49 per annum plus 13th Cheques, Car Allowance, Housing Subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: • Grade 12, National Diploma in Supply Chain Management or equivalent. • A minimum of three (3) years' experience. • Computer literacy in Word, Excel and Windows 2013 programs. • Knowledge of Finance management Act (MFMA) Treasury. • Must know how to calculate a spreadsheet for statistical purposes. • Preparedness to be subjected to security clearance. **KEY RESPONSIBILITIES:** • Perform tasks associated with the processing and updating of Supply Chain information. • Management of correspondences including the drafting of memos and letters on behalf of the Head of the Division Supply Chain Management. • Conduct supplier audits and evaluations to ascertain applicability and adherence to standards and regulations. • Executes applications associated with acquisition and appointment process. • Establish and maintain an effective working relationship with other units.

ASSISTANT ACCOUNTANT: PAYROLL

Remuneration: R343 540.86, R361 025.70, and R379 423.49 per annum, plus 13th cheque, housing subsidy, car allowance UIF, Medical aid and pension benefits.

REQUIREMENTS: • Grade 12, Diploma in finance or equivalent qualification. • Sound knowledge of Accounting. A minimum of 3 years' experience in payroll. • Preparedness to be subjected to security clearance. **KEY RESPONSIBILITIES:** • Compile payroll based on advices received from Human Resources for implementation of new employees and terminations. • Calculating and issuing salaries by cash, cheque or electronic transfer. • Deducting tax, statutory and other deductions, calculating overtime, shift payments and salary increases. • Administer contract payment based on information received from relevant departments. • Administer casual and interns wages. • Administer PAYE reconciliations. • Verifying with HR the number of hours employees have worked. • Consolidate telephone accounts. • Conduct the day to day activities.

SECRETARIES (3 Posts).

Budget and Treasury (1), Corporate Services (1), Water Services (1)

HEAD OFFICE: Giyani

Remuneration: R268 194.53, R281 817.27 and R295 954.84 per annum plus 13th Cheques, Housing Subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: • Grade 12, Diploma in Office Management or secretariat certificate with computer literacy. • A minimum of two (2) years' experience. • A valid driver's licence. • Preparedness to be subjected to security clearance. **KEY RESPONSIBILITIES:** • Manage the Senior Manager's Diary • Make travelling arrangements • Typing, Filing, Minutes and Records Keeping • Consolidating monthly reports for the Directorate. • Events Coordination and assistance with logistical arrangements: • Giving feedback to organizers. • Promoting the image of the District Municipality as first point of contact and as required by the *Batho Pele* Principles: • Perform reception duties diligently, managing all in-coming and outgoing phone calls and emails.

DIVISIONAL OFFICERS (3 posts).

Stations: Giyani, Maruleng and Tzaneen

Remuneration: R303 538.79, R318 916.96 and R335 161 per annum plus 13th Cheques, Housing Subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: • Grade 12, National Diploma in Fire Technology and Fire Sciences or recognized three years post matric academic qualifications and BAA/AEA, code EC driver's licence with PDP. • Applicants must be medical and fitness compliant according to the relevant NFPA standards. • Must be computer literate. • A minimum of 6 years' relevant experience. • Preparedness to be subjected to security clearance. **KEY RESPONSIBILITIES:** • Rendering of specialized fire and rescue services. • Compiling long – medium – and short term planning in conjunction with the Assistant Chief Fire Officer considering all the available management information. • Prioritizing current and future projects, buildings, vehicles, equipment and budgets according to goals. • Compile monthly reports. • Responsible for the handling and documentation of subordinate's overtime, fire and rescue accounts. • Ongoing control of competencies and standards by means of inspections, investigations and interviews. • To ensure that orders, free communication and grievance procedures can take place. • Provide guidance to officers in all aspects of the work. • Partake regularly in internal and external training.

FIRE FIGHTERS (12 POSITIONS)

Stations: Tzaneen, Maruleng, Giyani, Ba Phalaborwa and Letaba)

REMUNERATION: R168 251.62, R175 316.55, R182 713.09 and R190 928.72 per annum, plus 13th cheque, Housing Subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: • Grade 12, Fire Fighter 1, BAA code 10 driver's licence and a minimum of 2 years' experience. • Preparedness to be subjected to security clearance. **KEY PERFORMANCE AREAS:** • Work with and supervise a team of junior fire fighters in containing fire under control to limit extended damage of property. • Rescuing victims under severe situations e.g. beyond repair car crash cases, rescuing victims in floods, providing generators on special events e.g. for lights. • Receiving emergency calls. • Run workshops for visitors. • Running awareness campaigns. • Doing effective rescue services in the Mopani Municipality jurisdictional area. • Manage the control room as prescribed by control room shift list. • Inspecting all firefighting and rescue. • Providing maintenance on all equipment where possible. • Daily inspecting all rescue equipment. • Hosting demonstrations to schools and the public. • Doing general maintenance in the fire departments where possible. • Maintaining proper security procedures within the fire department Monitoring attendance of parades. • Monitoring attendance of prescribed group inspections on premises.

JUNIOR FIRE FIGHTERS (13 posts)

Stations: Tzaneen, Maruleng, Giyani, Ba Phalaborwa and Letaba)

Remuneration: R148 142.78, R153 337.62 R158 791 39 and R164 643.08 per annum, plus 13th cheque, Housing Subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: • Grade 12, Fire fighter 1, BAA code EC driver's licence with PDP, 0 to 2 years' experience. • Preparedness to be subjected to security clearance. • Applicants must be medical and fitness compliant according to the relevant NFPA standards. **KEY PERFORMANCE:** • Rendering of fire and emergency services as well as rescue operations. • Perform, control room duties. • Daily maintenance & cleaning of Fire Stations buildings, vehicles and equipment. • Partake regularly in internal and external training. • Perform admin duties including completion of vehicle logbooks, incident and occurrence books. • Daily Inspection of all firefighting and rescue equipment and vehicles. • Performing of duties, as prescribed by Leading Fire Fighters. • Doing general maintenance in the Fire Station, where possible. • Rendering standby and overtime duty.

MANAGER: LEGAL SERVICES (CONTRACTUAL).

HEAD OFFICE: Giyani

Remuneration: Competitive remuneration package will be negotiated with the successful candidate. The incumbent will be expected to sign a five –year employment contract.

REQUIREMENTS: • Grade 12, B. LLB degree or equivalent. Driver's licence. • A minimum of 5 years' experience in the legal field, working knowledge of the government legislation and other relevant legislation. • Strongly developed writing skills, language and editing skills, sound understanding of computer packages. • (MS Word, MS Excel and MS PowerPoint.) • Candidates must be prepared to be subjected to security clearance. • Admission as an Attorney or Advocate and possession of a post graduate qualification will be an added advantage. **KEY RESPONSIBILITY:** • Liaise with relevant departments to ensure that where legal risks are identified, appropriate courses of action are taken. • Provide legal protection and risk management advice to management especially on contract management. • Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff. • Review and advise management on legal implications of internal policies and procedures. • Review and draft contracts, agreements and internal policies and ensure that they are in compliance with the constitution and other legal requirements. • Review progress of outstanding litigation and liaise with and manage external lawyers. • Management of the department according to policies and strategies of the municipality.

OCCUPATIONAL HEALTH AND SAFETY OFFICER.

HEAD OFFICE: Giyani

Remuneration: R343 540.86, R361 025.70 and R379 423.49 per annum, plus 13th cheque, car allowance, housing subsidy, UIF, Medical aid and pension benefits.

REQUIREMENTS: • Grade 12 Certificate. • A recognized three-year Degree/Diploma in Occupational Health and Safety. • Valid Driver's licence. • A minimum of five (5) years relevant experience. • The candidate should have knowledge of the Occupational Health and Safety Act. • Preparedness to be subjected to security clearance. **KEY RESPONSIBILITY:** • Assist in developing occupational health and safety policies and procedures. • Conduct induction and workshops on OHS. • Advise management on health and safety in the workplace and environment. • Investigate causes of accidents at work. • Compile reports on accidents and/or injury on duty. • Keep statistics of accidents at work. • Analyse cause(s) and the extent of injury. • Ensure installation of first-aid boxes and fire extinguishers. • Administer claims. • Provide relevant files and records with regards to OHS to relevant authorities.

IT SYSTEMS AND NETWORK OFFICER.

HEAD OFFICE: Giyani

Remuneration: R343 540.86, R361 025.70 and R379 423.49 per annum, plus 13th cheque, Car Allowance, Housing Subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: • Grade 12, certificate/diploma/degree in Information Technology. • A minimum of 3 years' experience and preparedness to be subjected to security clearance. **KEY RESPONSIBILITY:** • Coordinate specific sequence associated troubleshooting and problem solving applications and installs new software and/or hardware. • Provides support associated with the capability of application software, peripheral devices, connectivity and/or functionality of operating software/hardware devices. • Analyses and provides recommendations pertaining to the information systems hardware/software and/or capacitate end-user on specific applications. • Performs specific administrative activities associated with the functionality.

ORGANISATIONAL DESIGN AND WORK STUDY OFFICER.

HEAD OFFICE: Giyani

Remuneration: R343 540.86, R361 025.70 and R379 423.49 per annum, plus 13th cheque, car allowance, housing subsidy, UIF, Medical aid and pension benefits.

REQUIREMENTS: • Grade 12, National Diploma in Management Services or Operations Management. • A minimum of three (3) years' relevant experience and preparedness to be subjected to security clearance. **KEY RESPONSIBILITY:** • Coordinate the development of Job descriptions/Profiles. • Administer job evaluation processes. • Evaluate jobs using the prescribed TASK software to capture information and generate reports. • Develop and implement process relating to productivity improvement such as work study investigations and other organisational design processes. • Develop procedure manuals. • Coordinate and implement change management processes.

INDIVIDUAL PERFORMANCE MANAGEMENT OFFICER

HEAD OFFICE: Giyani

Remuneration: R343 540.86, R361 025.70 and R379 423.49 per annum, plus 13th cheque, Car Allowance, Housing Subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: • Grade 12, Diploma in Human Resource Management/Public Administration or Personnel Management. • A minimum of three (3) years relevant experience and preparedness to be subjected to security clearance. **KEY RESPONSIBILITY:** • Administer the individual performance management system for employees. • Facilitating the signing of performance contracts and plans. • Coordinate the conducting of quarterly performance reviews. • Monitoring compliance and quality. Reporting control errors to management. • Collecting and collating training and development needs flowing from review processes. • Researching and advising on developments in the field of performance management and advising management. • Contributing to the improvement of overall performance in the institution.

PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR

HEAD OFFICE: Giyani

Remuneration: Competitive remuneration package will be negotiated with the successful candidate. The Incumbent will be expected to sign a five – year employment contract.

REQUIREMENTS: • National Diploma in Political Science as a major subject or equivalent. • Three year's relevant experience. • Computer literacy and a valid driver's licence are essential. • Preparedness to be subjected to security clearance. **KEY RESPONSIBILITY:** • Conduct political research through surveys of the needs and demands of the constituencies which the Executive Mayor is servicing, preparing the Executive Mayor on developments in constituencies. • Advising and updating the Executive Mayor on current political affairs. • Analysing and writing in respect of various events that the Executive Mayor attends and drafting speeches, speaking notes or concept notes. • Compiling, writing, editing and proof-reading reports which need authorship of the Executive Mayor. • Attend meetings for and with the Executive Mayor. • Handle the office affairs. • Keep good relationships with local municipalities.

Enquiries: Lebepe NG or Ms Mathebula TM. Tel. 015-811 6300.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.



Please forward your application through the prescribed form (www.mopani.gov.za) together with your comprehensive CV and recent certified copies of your qualifications and the identity document to: **The Acting Municipal Manager, Mopani District Municipality, Private Bag 9687, GIYANI, 0826.**

Z83 forms and fax applications will not be accepted.

PLEASE NOTE: Fraudulent qualifications or documentations will immediately disqualify any application. MDM reserves the right not to fill any of these posts should there be no suitable candidate identified. Late submissions will be disqualified. Should you not receive any response within two (2) months after the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications will not be considered.

The successful candidate will undergo security vetting, competency assessment and may be required to sign an employment contract, a performance agreement and disclosure of financial interest.

CLOSING DATE: 27 OCTOBER 2016 at 12H00

MR KGATLA Q - ACTING MUNICIPAL MANAGER