

NKANGALA DISTRICT MUNICIPALITY AWAITS APPLICATIONS FOR THE FOLLOWING VACANCIES IN COUNCIL'S SERVICE

MANAGER: FINANCE (CFO)

Salary: Negotiable. Five-year, performance-based contract.

Post Level 1/9

Requirements: B Degree in Accounting/Financial Management or B.Comm with Accounting or Financial Management as one of the major subjects. Preference will be given to an individual with a post-graduate qualification in the relevant field. Registration as a Chartered Accountant will be an added advantage. Five (5) or more years of relevant experience in a local government or a similar environment. Proven track record of governance, financial administration and strategic/statutory reporting. Knowledge of corporate governance, auditing, risk management, local government legislation with specific reference to financial management and auditing legislation. Full compliance with Municipal regulations on Minimum Competence Levels, 2007. A valid Code B/EB driver's licence is essential.

Knowledge: Sound knowledge and expertise in financial management discipline is essential which includes but not limited to commerce, accounting, financial administration, treasury regulations, budgeting, information systems, procurement and transformation, GRAP/GAMAP and Municipal Finance Management Act, 2003 (Act No 56 of 2003).

Responsibilities: Reporting directly to the Municipal Manager, manage the Financial Services department within the Municipality, inter alia, ensure effective and efficient capital budget planning and implementation thereof; establish a Performance Management System and ensure adherence thereto; staff recruitment, selection, training, capacity building and overall supervision within the Financial Services department; project management; liaison with national and provincial government institutions; strategic financial management; operational financial management; supply chain management; audit and assurance; financial and performance reporting; risk and change management. Establish administrative and operational protocols, governance ethics and values in financial management. Ensure compliance with relevant legislation and policies.

DEPUTY MANAGER: FINANCE

Salary: Negotiable. This position is a five year, performance-based contract. **Post level: 2/9**

Qualifications: B Comm. Degree or equivalent plus five (5) years experience in Financial Management (NQF Level 6) and computer literacy. Code 8 driver's licence and willingness to travel. Experience in a local government environment will be an added advantage. Full compliance with Municipal Regulations on Minimum Competence Levels, 2007.

Key functions: To perform the following duties as delegated by the Manager Finance: Draft items for submission to Council; attend Section 79 committee and IDP Working Group meetings; negotiate with provincial and national government departments, banks, brokers, computing service providers, the Auditor General and other entities as directed. Draw up the annual budget of the Council. Prepare the annual financial statements and report to Council. Liaise with the Auditor General i.r. o. auditing of Council's financial statements. Supervise all personnel. Responsible for Council's investment portfolio under supervision of the Manager Finance.

DEPUTY MANAGER: CORPORATE SERVICES

Salary: Negotiable. This position is a five-year, performance-based contract. **Post level: 2/9**

Qualifications: B-degree or equivalent plus five years' managerial experience, preferably in local government. Understanding of the Integrated Development Planning (IDP) process. Computer literacy essential and the ability to perform under pressure. Maintain a high standard of ethics and integrity. Full compliance with Municipal Regulations on Minimum Competence Levels, 2007.

Duties: To perform the following duties as delegated by the Manager Corporate Services: Manage Corporate Services department. Ensure application and maintenance of management principles; implement control systems in respect of duties carried out by various employees within the Legal and Secretarial Services, Human Resources, Contracts and Supplies, Records, PMS and Telecommunications; organise activities and determine priorities. Manage, review and implement HR and Administrative policies; supervise personnel in Corporate Services. Determine and devise procedures as per council resolutions. Ensure effective financial management in the department. Ensure proper execution of legislations, legal opinion and resolutions. Attend discussions and meetings and render expertise and applicable inputs.

ASSISTANT MANAGER: ROADS

Salary: R450 925 p.a - total cost to employer

Post Level 3/9

Qualification: Degree in Civil Engineering. Post graduate qualification in project management will be an added advantage. Five (5) years' experience in the built environment and local government.

Duties: Ensure maintenance of municipal roads and storm water drainage systems within the Thembisile Hani Local Municipality. Develop and implement: an asset operation and maintenance plan for plant and equipment purchased; a roads and storm water master plan; roads and roads furniture standards and specifications for the Thembisile Hani LM. Advise Council and other local municipalities within the greater Nkangala District municipal area, in the planning, prioritisation, implementation and maintenance of roads projects, and monitor and report to Council on roads and storm water related issues for all its municipalities.

ASSISTANT MANAGER: PROJECTS

Salary: R450 925 p.a - total cost to employer

Post Level 3/9

Qualification: A degree in Civil Engineering. A post-graduate qualification in Project Management will be added advantage. Five (5) years' experience in the built environment and local government.

Duties: Advise Council on infrastructure project issues. Advise Council and local municipalities in the planning, prioritisation, implementation and maintenance of infrastructure projects. Develop and implement standards and specifications for infrastructure projects. Monitor and report on the implementation of infrastructure projects by local municipalities and other spheres of government. Attend/co-ordinate and report on infrastructure projects by local municipalities and other spheres of government. Manage consultants and contractors quarterly meetings as per Council's approved schedule of meetings and prepare the agenda's and reports.

Develop and implement contract management systems including • Electronic project management and monitoring system • Approval, payment and monitoring of payment certificate • Ensure compliance with applicable legislation and Council policies, viz, CIDB, Occupational health and safety, procurement, environmental and MFMA. • Performance management systems for service providers and technicians, and • Support and build capacity of technicians and service providers in projects management.

ASSISTANT MANAGER: ELECTRICITY

Salary: R 450 925 p.a - total cost to employer

Post Level 3/9

Qualification: a Degree in Electrical Engineering. Post graduate qualification in project management will be an added advantage. Five (5) years' experience in the built environment and local government.

Duties: Advise Council on all electricity and alternative energy issues. Advise Council and local municipalities in the planning, prioritization, implementation and maintenance of electricity and alternative energy projects. Monitor report and assist Local municipalities to develop, implement and update Electricity Master Plans. Monitor and report on eradication of electricity provision backlogs. Monitor and report on free basic electricity provision.

AUDIT COMMITTEE MEMBERS (2 POSTS)

In compliance with section 166 of the Municipal Finance Management Act, 2003, which requires that Council constitute an Audit Committee as an independent advisory body, and in accordance with the provisions of Local Government: Municipal Planning and Performance Management Regulation of 2006, the Nkangala District Municipality seeks to appoint suitably qualified professionals.

Term of office and remuneration: The term of office of appointed candidates will be three (3) years, thereafter it will be subject to review at Council's discretion. Persons appointed to the Audit Committee will be remunerated at rates specified by Treasury Regulations 20.2.2.

Requirements: A relevant professional qualification and proven expertise/experience in the fields of financial management and/or performance management as well as in-depth understanding of auditing, human resources and municipal legislation. Candidates should be willing to serve the interests of the public in an ethical manner and have a sound understanding of local government issues and national development imperatives.

Attributes and skills: required from candidates are independent and objective thinking, integrity, willingness to dedicate time and energy, excellent communication skills, analytical reasoning abilities and intrinsic curiosity.

Key functions: Suitably qualified candidates will be expected to render, inter alia, the following services: Advising Council, the Municipal Manager and managerial personnel on: the adequacy, reliability and accuracy of financial reporting and information; accounting policies; internal audits; internal financial controls; review of the annual financial statements; effective governance; risk management; performance evaluation and management. Monitor compliance with the Municipal Finance Management Act, 2003, the Division of Revenue Act and other relevant legislation. Any other issues referred to the Committee by the Municipality.

Closing date: Applications must be received by close of business on **23 February 2012**.

Correspondence will be limited to short-listed candidates.

Applicants should submit a detailed CV together with certified copies of qualifications and identity document and mark it for the attention of:

The Acting Municipal Manager, MrA G Zimbwa, PO Box 437, Middelburg, 1050.

Hand delivered applications may be submitted to the Municipal Headquarters, 2A Walter Sisulu Street, Middelburg.

No faxed or e-mailed applications will be accepted.

Enquiries: Ms. S A Nxumalo (013) 249 2082

