

# METSIMAHOLO LOCAL MUNICIPALITY

Metsimaholo Local Municipality is an employment equity employer, looking for suitably qualified persons to fill the under-mentioned posts.

**NB. The following remuneration levels and term of contract cut across to all the senior manager positions advertised below:**

Remuneration: Total Remuneration package of R 1 055 080.00 (minimum) / R 1 241 269.00 (midpoint) / R 1 427 459.00 (maximum) per annum (as determined by Government Gazette 43122 dated 20 March 2020 on the Upper Limits of Total Remuneration Package payable to Municipal Managers and Managers directly accountable to the Municipal Manager (TRP) for a Category 5 Municipality will be applicable to all positions mentioned below. (Salary level will be determined by experience and competence in line with the TRP). Appointment for these positions will be for a five (5) year fixed term on a Performance Based Employment Contract. The shortlisted candidates will be subjected to security vetting, qualification verification, reference check, and criminal records checking. Successful candidates will undergo a competency based assessment over 2-day's prior appointment, the incumbents will also be subjected to the signing of Employment Contract on or before assumption of duty, and an Annual Performance Agreement and Disclosure of Financial Interest within 60 days of appointment.

The incumbents will be stationed at Metsimaholo Local Municipality's head office situated in Sasolburg, but may be placed anywhere in the jurisdiction depending on operation requirements. Reporting directly to the Municipal Manager, the following appointments will be made in line with sections 56/57 of the Local Government Municipal Systems Act 32 of 2000 and relevant Local Government Regulations applicable to the appointment of Senior Managers.

**The following requirements and added advantage is applicable for all Senior Manager posts:** South African citizenship or permanent residence. No criminal record. Report Writing to Municipal Manager, Committees and Council. Managing the overall departmental performance. Computer literacy in MS Office. Valid driver's license.

**Added advantage:** A Certificate in Municipal Finance Management as per Government Notice No. R493 of Gazette no. 29967 of 15 June 2007. A person who does not meet the minimum competency levels in unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment in line with the provisions outline in Notice no. 1148 in Government Gazette 41996 of 26 October 2018. Registration with a relevant professional body.

## Directorate Technical and Infrastructural Services

### DIRECTOR TECHNICAL AND INFRASTRUCTURAL SERVICES

**Qualifications and Requirements:** Appropriate Bachelor of Science Degree in Engineering/B Tech: Engineering or equivalent qualification (preferably in Civil Engineering). Five (05) years minimum work-related experience and knowledge at middle management level, or as a programme/project manager, and 3-4 years must be at professional /management level, engineering management experience preferably in a municipal environment. **Knowledge:** Extensive practical work in Engineering, Municipal Infrastructure such as roads, etc. local government and understanding of challenges facing local government including project management; Proven ability to communicate and negotiate in all spheres and level of government; Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Must have extensive knowledge of public office environment, and must be able to formulate engineering master planning, project management and implementation; Proven ability to manage and implement extensive infrastructural development programme across a vast rural area; Management and co-ordination of the provision of services to local communities in a suitable and equitable manner; Provision of project management within the council and manage a labour force to undertake the maintenance of roads, storm water, sewerage, housing, electricity, building projects and maintenance of infrastructure; Provide reports to council. Manage consultants and Contractors working on project. Implementation of National Building Regulations; Fleet maintenance, mechanical engineering and monitoring the implementation of IDP; Control of municipal vehicles and equipment. Implement Occupational Health and Safety Act; **Added advantage:** Registration as a Professional Engineer; Certificate of competency as required in terms of the General Machinery Regulations, 1988. **Key performance areas:** Ensure that settlement partners within Metsimaholo Local Municipality area are sustainable and are service delivery oriented; Ensure that all Council operations are influenced by the IDP and Budget; Accountable for overall planning, implementation and optimisation of all Council Infrastructural, Technical related and managing the staff within the functional area so that they are able to meet their objective. Controlling and monitoring and implementing of the budget for the department so that the budget is in line with Council requirements and objectives; Preparing and submitting reports to the Municipal Manager, EXCO, Council and relevant standing committees.

## Directorate Financial Services

### CHIEF FINANCIAL OFFICER

**Qualifications and Requirements:** A recognised Bachelor's Degree in Accounting, Finance, Economics or equivalent at an acceptable tertiary institution OR Chartered Accountant (SA). Seven (07) years minimum work-related experience and knowledge at senior and middle management level of which at least 2 years must be at senior management level. **Knowledge:** Strategic financial and Performance management; Operational financial management; Supply chain management; Audit and Accountability; The Constitutional requirements for local government and local government legislation; Local government powers and functions including assignment of national and provincial functions; Developmental local government; Performance management and reporting; Proven ability to communicate and negotiate in all spheres and level of government. Good knowledge and understanding of relevant legislation and policies. **Key performance areas:** Perform all delegations by the Chief Financial Officer in terms of MFMA, and any other duties or functions that may be assigned by the Accounting Officer of the municipality. Manage and control all financial functions of the municipality which include inter alia the administration of budget, advising the municipal manager on the exercise of powers, and duties assigned to the municipal manager in terms of MFMA; Assisting the Accounting Officer in the administration of the municipality's bank accounts and in the preparation and implementation of the municipality's budget; Advising senior managers and other senior officials in the exercise of powers and duties assigned or delegated to them in terms of Section 78 or 79 of the MFMA; Perform duties such as budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management as well as review other duties as may be delegated to him/her by the accounting officer in terms of Section 79 of the MFMA; Develop a medium term financial framework within which Council can operate; Provide framework for financial accountability and ensure it is applied effectively;

## Directorate Organisational Development and Corporate Services

### DIRECTOR ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

**Qualifications and Requirements:** A recognised Bachelor's Degree in Public Administration / Management Sciences / Law or equivalent qualification. Five (05) years minimum work-related experience and knowledge at middle management level and have a proven successful institutional transformation within public or private sector; preferably local government spheres. Have proven successful management experience in administration. **Knowledge:** Extensive knowledge and understanding of relevant policy and regulations; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of corporate support services; including Human capital management, Legal services, Facilities management, Administration, Records management, public participation, Information Communication Technology, committees and Council support. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Good governance; Good knowledge of Labour Relations Act and other labour related prescripts; Must have Legal background and human capital management; and knowledge of coordination and oversight of all specialized support functions. **Key performance areas:** Overall management of the Corporate Services business unit, Policy formulation, strategy development, corporate governance promotion. Provide strategic management and processes in the areas of Council Support, Human Capital, Legal Services, Administration Services, Committees, Auxiliary Services, Records Management and Information Communication Technology. Developing, implementing and managing strategic goals, procedures and plans and align these with the municipality's objectives. Compiling / Updating delegated powers as stipulated in the Municipal Systems Act. Responsible for developing organisational policies and procedures. Develop and manage the directorate's budget such that expenditure is in line with council policy, MFMA and supply chain's requirements. Prepare and submit reports to the municipal manager and relevant structures. Ensure sound labour relation skills, including speech and report writing. Ability to work under pressure. Ability to promote strategic planning and innovative leadership. Ability to negotiate at all levels.

## Directorate Economic Development and Planning

### DIRECTOR ECONOMIC DEVELOPMENT AND TOWN PLANNING

**Qualifications and Requirements:** Bachelor of Science Degree in Building Sciences / Architect / Bachelor Degree in Town and Regional Planning or Development Studies / Degree in Economics; or equivalent qualification. Five (05) years minimum work-related experience and knowledge at middle management level and have a proven successful institutional transformation within public or private sector; preferably local government spheres. Have proven successful experience in Professional Developmental / Town and Regional Planning. **Knowledge:** Good knowledge and understanding of relevant legislation and policy; Good knowledge and understanding of institutional governance systems 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. **Added advantage:** Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002). **Key performance areas:** Manage, develop and oversee Local Economic Development through Enterprise Development, Industrial Development, Trade and Investment Promotion and Neighbourhood Development initiatives. Analyse/contribute/decide about the LED Policy. Develop long-term LED strategies. Collect economic information and organize focused research. Direct implementation of priority economic development projects. Facilitate strategic partnerships. Facilitate LED delivery within the entire municipal boundaries. Manage the day to day operations of the LED Unit. Measure impact analysis of LED activities. Improving economic development capacity in local government by sharing information and knowledge. Assessing the economic feasibility or cost and benefit of undertaking particular projects. Manage the Business Regulation and Governance section. Manage, develop and oversee tourism through branding METSIMAHOLO, marketing and initiatives to promote the area as a tourism end destination. Manages Tourism development, Rural Planning Development, and Agriculture including Urban Management. Manages the Human Settlement division to ensure that all residents within the Municipal area who qualifies for Government housing subsidies are sheltered in quality housing units. Drafting of the housing policy for the Municipal area based on demands of the inhabitants. Implementing the low cost housing allocation (Rural subsidies, People's Housing process subsidy, individual subsidies, institutional subsidies. Project link and Consolidation subsidies to METSIMAHOLO communities. Preparation and managing of operational and capital budget to effect the smooth running of the housing section. To create an enabling environment through the facilitation of LED initiatives which encourage the creation of jobs, the retention and expansion of enterprises and the attraction and promotion of investment supported by economic research. Ensure proper planning of long and short term objectives and plans of the LED, Tourism, and Trade section. Responsible for productivity, personnel management, administration and risk control. Manages Urban and Rural development to ensure effective service delivery of all the development management (Town Planning, Building Control and By-Laws and Ordinance Enforcement), Town Planning Administration and GIS, Properties and Housing services within the Municipality area in manner that will promote the health, safety, good order, amenity, convenience, and general prosperity of all the inhabitant in the jurisdiction of the Municipality.

## Directorate Social Services

### DIRECTOR SOCIAL SERVICES

**Qualifications and Requirements:** A recognised Bachelor's Degree in Public Administration / Management Sciences / Law or equivalent. Five (05) years minimum work-related experience and knowledge at middle management level and have a proven successful institutional transformation within public or private sector; preferably local government sphere. **Knowledge:** Good knowledge and understanding of relevant policies and legislation. Good knowledge and understanding of institutional governance systems and performance management. Understanding of council operations and delegation of powers, as well as – Health service management; Cemetery management; Facilities Management; Public safety, traffic management, fire, disaster, waste management; and Parks and recreation management. **Added advantage:** Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body. **Key performance areas:** Fulfill the role of Administrative Head for Community Services Department. Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to public safety and disaster management through the coordination of operations associated with the enforcement of Municipal Policing Laws and By-laws and the provision of an Emergency Fire and Rescue Services in order to ensure the risk of damage to property and/or loss of lives is limited through prompt and efficient execution of sequence and applications. Aligning the departmental key performance areas. Compilation of Departmental SDBIP, monitor and report on programme implementation. Ensure the development of appropriate Strategies, policies and plans for relevant areas. Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in Protection Services Departmental Structure. Provide Strategic Leadership and Planning for the department. Responsible for public safety, which amongst other things includes traffic management, security, fire and rescue services, disaster management and Law Enforcement, facilities management, waste management, cemeteries and licensing. Monitoring expenditure against budgetary provisions and preparing motivations with reasons to seek approval for additional funding for specific programmes or activities. Participating in the establishment, and providing support to Community Policing Forum with regards to roles, responsibilities and methodology. Evaluating current levels of performance with respect to the guarding, investigations and public order and addresses deviations or adjustment to plans and/or coordinating joint efforts (South African Police Services) to eliminate/minimize security and safety risks. Assessing the adequacy of control procedures with respect to firearms and ammunition and assets and, addressing/investigating specific deviations with a view to instituting disciplinary measures. In order to ensure unsafe conditions and/or hazards are identified and rectified minimizing the threat of injury to persons and/or damage to property. Maintain and responsible for staff discipline. Execute any other lawful duties that may be assigned by the Municipal Manager. **The incumbents must have the following competencies as per Government Gazette no. 37245 of 17 January 2014:** Strategic Direction and Leadership. People Management. Programme and Project Management. Financial Management. Change Leadership. Governance Leadership. Moral Competence. Planning and Organising. Analysis and Innovation. Knowledge and Information Management. Communication. Results and Quality Focus.

Applicants must use **annexure C** (Application form) of the 2014 Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers available on the website: [www.metsimaholo.gov.za](http://www.metsimaholo.gov.za). All applications **must** be on the Prescribed Application Form, and submitted together with a comprehensive CV with at least three contactable references and email addresses of the referees, originally certified copies of qualifications (within 3 months) (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof), driver's license and identity document which should be directed to: Mr Motsumi Mathe, Acting Municipal Manager, Metsimaholo Local Municipality, P.O. Box 60, Sasolburg 1947. Applications can also be hand delivered at our Head office in Sasolburg 10 Fichardt Street Civic Centre at Human Resources Division, first floor, main building Room 106. Faxed, e-mailed, late applications and applications not made on the prescribed application form will not be considered.

Canvassing for appointment will automatically disqualify an applicant. The person must not be holding any political office in a political party whether in a permanent, temporary or acting capacity. If no reply to your application has been received within 90 days of the closing date, you should consider your application as being unsuccessful. The municipality will not take responsibility for information not mentioned in applications. Municipality reserves the right not to make an appointment. The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act.

Closing date for applications is 21 April 2022 at 16:00. Direct your enquiries to Acting Municipal Manager, Mr Motsumi Mathe at 016 973 8313

Closing date: 25 April 2022.

Notice No: 07/2021/2022

**Mr MOTSUMI MATHE**  
**ACTING MUNICIPAL MANAGER**