



GAMAGARA LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Gamagara Local Municipality with its head office in Kathu and located in the **John Taolo Gaetsewe** Region, Northern Cape province, is an equal opportunity employer and invites applications from suitably qualified persons for the following position:

MUNICIPAL MANAGER'S OFFICE

DIRECTOR: DEVELOPMENT AND TOWN PLANNING (FIVE YEARS FIXED TERM CONTRACT)

This advertisement is in subject to implementing the Government Gazette No. 42023 of 8 November 2018 :Local Government Municipal Systems Act, 2000 (Act No.32 of 2000) Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers. Total annual remuneration package of **R 857, 571 to R 980, 0823 to R 1, 102, 590 (Category 3 Municipality)**. A Remote Allowance of not exceeding 7% of the total annual remuneration package of the Senior Manager may also be paid.

Requirements: *Bachelor of Science Degree in Building Science/Architect, Bachelor Degree in Town and Regional Planning or Development studies; or equivalent* Five years' experience at middle/senior management level; and a proven successful Professional Development/ Town and Regional Planning experience. **Added advantage;*** Project management certificate or diploma. Registration with the relevant professional body/institution. Minimum competency as per the National Treasury: Local Government, MFMA; Minimum Regulations on competency level, Gazette 29967 issued on the 15 of June 2007, Applicants without the relevant competency will be given 18 months to complete the competency. **Knowledge;** * 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 Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), Knowledge of geographical information system, Knowledge of spatial, town and development planning and Understanding of council operations and delegation of powers.

Key Responsibilities. * Develop and implement the Integrated Development Planning of the Municipality, Manage and guide Local Economic Planning, manage the Geographic Information System and spatial planning. * Develop department strategic programs and operational plans.* Manage departmental performance and risk management* Plan and implement the departmental budget and SDBIP. Provide inputs and manage IDP programmes. Perform any other duties or functions that may be assigned by the Municipal Manager.

DIRECTOR: INFRASTRUCTURE AND SERVICES (FIVE YEARS FIXED TERM CONTRACT)

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Requirements: *Bachelor of Science Degree in Engineering/B Tech: Engineering; or equivalent*Five years experience at middle/senior management level or as programme/project manager. **Added advantage;** Certificate of competency as required in terms of the General Machinery Regulations, 1988; or Registration with a recognized relevant engineering professional body.* Minimum competency as per the National Treasury: Local Government, MFMA; Minimum Regulations on competency level, Gazette 29967 issued on the 15 of June 2007, Applicant without the relevant competency will be given 18 months to complete the competency. **Knowledge;*** Good Knowledges and understanding of relevant Policy and legislation. Good knowledge and understanding of institutional governance systems and performance management;* Must have extensive knowledge of public environment; and must be able to formulate engineering master planning, project management and implementation. Understanding of council operations and delegations of powers. People management skills.

Key Responsibilities: * Responsible for the overall management of the department; *Draft & ensure the implementation of the departmental SDBIP; * Provide general strategic management to ensure that the department meets the five (5) Key Performance Areas and the outcomes of LGTAS; * Responsible for the engineering planning within developmental context, manage the assets, budget, workforce, material and services of the departmental, * Manage and administer contract binding the department's operations, including maintenance works;* Making inputs to the Municipal Manager with respect to activities, problems and planning of the Basic Services and Infrastructure Directorate;* Participate in the decisions with regard to all delegations including staff, recruitment, disciplinary deviations and actions as well as participating in bid committees as will be delegated,* Make use of available data information system to exercise operational control;* Make directive inputs subjected to professional capital infrastructure projects designed;* Support and monitor progress on local municipalities implementing the Municipal Infrastructure Grant and other Infrastructure grants;* Manage the Expanded Public Works Programme;* Develop and implement a departmental budget management and risk management * Develop department strategic programmes and operational plans.* Monitor and measure the divisions performance against the SDBIP in order to ensure achievement of the municipality's objective and targets. Provide inputs and manage IDP programmes. * Perform any other duties or functions that may be assigned by the Municipal Manager.

**DIRECTOR: CORPORATE SUPPORT SERVICES
(FIVE YEARS FIXED-TERM CONTRACT)**

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Total annual remuneration package of **R 857, 571 to R 980, 0823 to R 1, 102, 590 (Category 3 Municipality)**. A Remote Allowance of not exceeding 7% of the total annual remuneration package of the Senior Manager may also be paid.

Requirements: *Bachelor Degree in Public Administration/Management Sciences/law; or equivalent experience. *Five (5) years' experience at middle management level, and must have proven successful management experience in administration. *Compliance with the MFMA. *Minimum competency levels in unit standards as per Government Notice No. R493 of Gazette no. 29967 of 15 June 2007. *A person who does not meet minimum competency level in unit standards will be given an opportunity to attain the minimum competency level within 18 months from the date of appointment. Registration with the relevant professional body/institution.

Key Responsibilities. *Manage a department with the following functions: human resources, Information Communication Technology, registry and auxiliary Services, administrative services, facilities management, council support and overall financial management, including systems and controls of the department, provide strategic leadership for corporate service department, provide direction in terms of what the department needs to support overall strategy of the Municipality. *Ensure supervision on the development and implementations of operational policies. *Ensure compliance with all pieces of legislation pertinent to local government; optimize excellence within the department at corporate level. *Ensure that compliance with risk management system implementation within the department is executed. *Ensure the municipality has a good internal and external communications system, manage departmental performance and risk management, Plan and implement the departmental budget and SDBIP. Provides inputs and manage IDP programmes. Co-ordinate transformation and organizational Development programs for the Municipality.

**CHIEF FINANCIAL OFFICER
(FIVE YEARS FIXED-TERM CONTRACT)**

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(Category 3 Municipality). A Remote Allowance of not exceeding 7 % of the total annual remuneration package of the Senior Manager may also be paid.

Requirements: * A B. degree in the field of Accounting, Finance or Economics or Chartered Accountant (SA) * relevant experience. Minimum of 5 years at middle management level of which at least 2 years must be at senior management level, preferably in Local Government environment. ***Added advantage;** Minimum competency as per the National Treasury: Local Government, MFMA; *Strategic leadership and people management capabilities coupled with assertiveness and self-motivated personal attributes. *Proven ability to communicate and negotiate at all spheres and levels of government. *Extensive knowledge of legislation procedures and processes pertaining to Local Government finance including the provisions of the Municipal Finance Management Act. *Experience in any of the financial systems that are used in municipality will be a further advantage. *The candidate will have to undergo security vetting.

Key Responsibilities. *planning organization and controlling of all activities of the Finance Department inclusive of buying services, financial services (expenditure inclusive of salaries) and levy collection service (income). *Attending council and committee meetings. *Compilation of Annual Budget and Financial Statements in accordance with General Recognized Municipal Accounting Principles (GRAP) and control of bank accounts. *monitor other department's budgets. *Ensure the implementation and the execution of indigent's policy. *Ensure proper and diligent compliance with Acceptable Municipal Finance Management Legislation in all aspects, including, but not limited to budgetary process and control; investment management; credit control and debt collection; financial management; management of Assets and Liabilities of the Municipality; ensure the development and implementation of strategies that will have a measurable positive impact on Financial Performance. Manage departmental performance and risk management* Plan and implement the departmental and municipal budget and SDBIP. Provide inputs and manage IDP programmes. Perform any other duties or functions that may be assigned by the Municipal Manager.

**DIRECTOR: COMMUNITY SERVICES
(FIVE YEARS FIXED TERM CONTRACT)**

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Requirements: *Bachelor Degree in Social Science/Public Administration/Law; or equivalent* Five years' experience at middle/senior management level; and a proven successful institutional transformation within public or private sector. **Added advantage; * Registration** with the South African Council for Social Service professionals (SACSSP), or similar recognized relevant professional body. * Minimum competency as per the National Treasury: Local Government, MFMA; Minimum Regulations on competency level, Gazette 29967 issued on the 15 of June 2007, Applicants without the relevant competency will be given 18 months to complete the competency. **Knowledge;** * Good Knowledge and understanding of relevant policy 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, Public safety; and Parks and recreation management.

Key Responsibilities. * Develop and implement a community services strategy* Co-ordinate developmental Environmental health and waste management, traffic and law enforcement services and community liaison, fire and Disaster, Libraries, sports, arts and culture. * Develop and implement a departmental budget management* Develop department strategic programmes and operational plans.*Manage departmental performance and risk management* Plan and implement the departmental budget and SDBIP. Provide inputs and manage IDP programmes. Perform any other duties or functions that may be assigned by the Municipal Manager.

To apply for the above post use: a prescribed application form in terms of the Local Government: Municipal System Act, 2000 (Act No. 32 of 2000) issued on the 17th January 2014 (Government Gazette: Local Government Regulations for Appointment and Conditions of Employment of Senior Managers), obtainable from our municipal website, reception/ HR office, An application not made on the prescribed official form will not be considered. **No fax, emailed, 783 applications forms will be accepted.**

The application must be accompanied by a detailed CV, certified copies of original academic qualifications certificates (not older than 3 months) copy of an identity documents and driver's license.

The shortlisted candidates will be subjected to **security and reference check as well as competency assessment, as per the regulation.** The appointed candidate will be required to sign an employment contract, a performance contract and a disclosure of financial interest.

Failure to comply with the above request will disqualify your application.

Enquiries: Mr. Kabelo Appie (Manager: Human Resources), Tel: (053-723 6000)

This posts are based in Kathu.

Please forward application to: Mr. K. Leserwane, The Municipal Manager, Gamagara Local Municipality, P.O. BOX 1001, KATHU 8446, or hand-delivered at CNR Hendrick Van Eck & Frikkie Meyer Road at Municipal Reception

Canvassing for appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing date: 22th February 2019
Notice number 2019/04

Correspondence will be limited to short listed candidates. If you have not been contacted within three months of the closing date of this advertisement please accept that your application was unsuccessful. The municipality reserves the right not to make an appointment. **GAMAGARA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION. SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.**