



MADIBENG

LOCAL MUNICIPALITY

VACANCIES



Madibeng Local Municipality with its administration offices in Brits hereby invites suitably qualified candidates to apply for the following vacancies:

DIRECTORATE: CORPORATE SUPPORT SERVICES

ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT & DESIGN

Division: Organisational Development & Design

Salary: R590 225.39 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • B. Degree/ National Diploma HRM or National Diploma in ODETDP or Equivalent • Code EB Drivers' License • Strategic and discretionary skills • Managerial and negotiating skills • Planning and organising skills • Attention to detail • Good interpersonal and communication skills • Be able to work independently • Computer literate (MS Word / Excel/ PowerPoint/ Outlook and Access) • Knowledge of Pay-Day System • Good HRM and HRD related skills • Minimum of 5 years of which at least 2 years must be at middle management level

KEY PERFORMANCE AREAS: • High level specialist or project leader within Human Resource Development • Manage Human Resource Development programs and Projects • Manage resources (staff, budget and assets) • Contribute to shaping the Municipality's and Local Government specific goals and priorities • Knowledge of the Municipality's functional directorate and understand strategic integration across these. • Displays thorough understanding of subject matter, risks, stakeholder's dynamics and consultation processes and methodologies. • Develop and investigate short term plans for the Divisional functionality. • Identifies and acts on opportunities to collaborate with other directorates in the municipality to achieve desired results. • Ensure all monitoring and control mechanism are in place to track all reports on meetings of deliverables against assignment and of projects. • Evaluate and submitting reports and make recommendations where applicable. • Monitor existing systems and procedures in the office and implement improved changes and adjustments. • Lead, guide, instruct, delegate work and motivate subordinates by means of regular staff meetings and daily interaction with subordinates. • Advice and attend to grievances and recommend appropriate disciplinary action. • Provide input regarding compilation of section's budget and making recommendations in respect of budget control. • Determine staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. • Administrate the organizational design and restructuring. • Coordinate the job evaluation committee. • Coordinate and ensure the effective implementation of the TASK job evaluation system. • Coordinate, facilitate and implement best practice work procedures and methods to streamline workflow (job descriptions, form design and control, filing system, etc.). • Implement decisions related to organizational restructuring and job evaluations. • Represent the municipality on the Provincial Audit Committee for job evaluations as system operator. • Evaluate/benchmark posts in the Municipality with the assistance of the Manager: Human Resources. • Manage and coordinate the design and development of the organisational structure of the Municipality. • Maintain personnel information on organizational structure. • Monitor the adequacy of current training interventions through the evaluation of competency demonstrated in the workplace applications and preparing progress and assessment reports for inclusion into the Skills Development Plan of the Council. • Develop, implement and monitor the education, training and development related policy and procedures to equip personnel with job related skills. • Manage and coordinate the Workplace Skills Plan, Annual Training Plan and training budget; • Direct the procedural and operational dimensions of selecting, co-ordinating and providing training to employees and monitors the impact on organisational efficiency and, progress towards self-development and growth within the organisation. • Design and facilitate job descriptions / job analyses and employee job specifications. • Perform a wide range of system administration of HRM&D System, including install, debug, maintain, upgrade and general support to users in the Municipality. • Assist in developing, implementing, testing and maintaining additional modules. • Work closely with the IT division to provide end-user support and issue resolution.

DIRECTORATE: BUDGET AND TREASURY OFFICE

ASSISTANT DIRECTOR: REVENUE ENHANCEMENT

Division: Financial Reporting

Salary: R590 225.39 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • B-Com Degree in Accounting/Finance/Economics • Minimum of 5 years work-related experience of which 2 years must be at middle management level and at least 3 years at any level in a role related to this position or 3 years working experience in a role related to this position • Proven track record of operational financial management • Demonstrate knowledge and practice of governance, ethics and values in financial management • Experience in financial and performance reporting • Knowledge and skills in revenue enhancement and debt collection • Knowledge of billing and property rates • Knowledge and skills in risk and change management • Project management • Knowledge and experience in application of legislation and policy implementation • Computer literacy • Excellent communication, management and supervisory skills • Excellent analytical skills, accuracy and attention to detail • Independent decision making skills • Conflict handling skills • Code B driver's license • Ability to operate under pressure • Ability to communicate at all levels • Excellent accounting and mathematical skills

KEY PERFORMANCE AREAS: • Manage the key performance and the result indicators associated with the revenue enhancement • Develop and monitor the revenue enhancement strategy • Research and guide in the development an update of the revenue enhancement strategy • Monitor the establishment of seamless integration of revenue process with other revenue process with other revenue generating division • Advocate and promote revenue enhancement strategy in the municipality and departments • Championship the revenue enhancement programmes • Develop capacity building programmes (Training and development) • Conduct workshops to improve revenue management practices across municipal departments • Develop and maintain stakeholder and client relationship • Conduct engagement and awareness sessions to facilitate the revenue enhancement buy-in and integration of principles in specific business processes • Coordinate the revenue enhancement and protection meeting on a regular basis • Make recommendations to Revenue Enhancement Committee • Monitor whether recommendations are implemented by line departments • Guide and advice line department in the implementation of revenue enhancement strategy • Enhancing municipal revenue through improving core processes , systems, data, quality, skills and organisational structures • Improving coordination across the various departments in municipalities to break down the silo effect and improve service delivery • Introducing location based revenue management , linking stand information to Town Planning, GIS, Deeds office, building applications , basic services applications and meter installations • Develop internal controls to support revenue enhancement activities. • Foster a culture of Revenue Enhancement throughout all departments • Manage staff in the unit • Report progress to Chief Financial Officer

ASSISTANT DIRECTOR: FINANCIAL REPORTING

Division: Financial Reporting

Salary: R590 225.39 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • B Com Degree or relevant qualification with accounting as a major subject • Strategic leadership and financial management • Proven track record of operational financial management • Demonstrate knowledge and practice of governance, ethics and values in financial management • Experience in financial and performance reporting • Knowledge and skills in risk and change management • Knowledge of Project management • Knowledge and experience in application of legislation and policy implementation • Audit and assurance • Computer literacy • Excellent communication, management and supervisory skills • Excellent analytical skills, accuracy and attention to detail • Independent decision making skills • Conflict handling skills • Code B driver's license • Ability to operate under pressure • Knowledge of case-ware • Minimum of 5 years of which at least 2 years must be at middle management level

KEY PERFORMANCE AREAS: • Compile financial statements, quarterly financial statements, interim financial statement and annual financial statements on case-ware and compilation of the audit file. • Compile and submit the audit action plan. • Coordinate the preparation of annual financial statements. • Maintain the General Ledger to Support General Recognized Accounting Practices and facilitate financial Reporting • Oversee monthly bank reconciliation, investment register, grant register, loan register and commitment register. • Ensure calculations on provision done at year-end for the purpose of the annual financial statements. • Calculate provision for leave, employee related cost benefits and calculation on provision for closure cost for landfill site. • Be responsible for audit review process and coordination of all audit related matters furnish Ensure that various statutory reporting, including the annual report, as well as statistical reporting requirements are attended to by subordinates. • Perform other duties as instructed by the Chief Financial Officer and Accounting Officer, e.g. member of Bid Committees.

CHIEF FINANCIAL ACCOUNTANT: REVENUE ENHANCEMENT

Division: Revenue Enhancement

Salary: R521 604.15 (Post level 4)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • B-Com Degree in Accounting/Finance/Economics • Minimum of 5 years work-related experience of which 2 years must be at middle management level and at least 3 years at any level in a role related to this position or 3 years working experience in a role related to this position • Proven track record of operational financial management • Demonstrate knowledge and practice of governance, ethics and values in financial management • Experience in financial and performance reporting • Knowledge and skills in revenue enhancement and debt collection • Knowledge of billing and property rates • Knowledge and skills in risk and change management • Project management • Knowledge and experience in application of legislation and policy implementation • Computer literacy • Excellent communication, management and supervisory skills • Excellent analytical skills, accuracy and attention to detail • Independent decision making skills • Conflict handling skills • Code B driver's license • Ability to operate under pressure • Ability to communicate at all levels • Excellent accounting and mathematical skills

KEY PERFORMANCE AREAS: • Assist in developing and monitoring the revenue enhancement strategy • Research and guide in the development an update of the revenue enhancement strategy • Monitor the establishment of seamless integration of revenue process with other revenue generating divisions • Advocate and promote revenue enhancement strategy in the municipality and departments • Assist in the revenue enhancement programmes • Facilitate capacity building programmes (Training and development) • Conduct workshops to improve revenue management practices across municipal departments • Conduct engagement and awareness sessions to facilitate the revenue enhancement buy-in and integration of principles in specific business processes • Assist in coordinating the revenue enhancement and protection meeting on a regular basis • Monitor whether recommendations are implemented by line departments • Guide and advice line departments in the implementation of revenue enhancement strategy • Enhancing municipal revenue through improving core revenue processes, systems, data quality, skills and organisational structures • Improving coordination across the various departments in municipalities to break down the silo effect and improve service delivery • Develop internal controls to support revenue enhancement activities. • Foster a culture of Revenue Enhancement throughout all departments • Prepare month-end and Quarterly reports • Report progress to the Chief Accountant : Revenue Enhancement

DIRECTORATE: INFRASTRUCTURE AND TECHNICAL SERVICES

ARTISAN ELECTRICAL X10

Division: Electrical

Salary: R333 822.97 (Post level 8)

MINIMUM REQUIREMENTS: • N3 Certificate (Electrical) or Equivalent • Electrical Trade Certificate • Metering Course • B Drivers licence • Computer literacy • Communication and bilingualism • 2-3 Years of Metering experience (including Split meters)

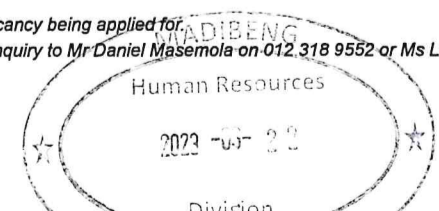
KEY PERFORMANCE AREAS: • Monitor and control activities by maintaining a log of work, production, or maintenance • Able to prioritise tasks • Identify more critical and less critical activities and tasks by adjusting priorities when appropriate • Able to prioritize resources to meet competing deadlines • Identify problems following defined diagnostic processes. • Execute new meter installations (Bulk, LPUs & SPUs), Meter verifications tests, Programming of Meters, Installation of metering units and kiosk (ground & pole mounted), testing of Meters and Meter Audits. • Repair and do Meter replacement, setting parts of metering units, and replacing meter components. • Ensure a safe working environment and eliminate unsafe acts complying to statutory and municipality requirements. • Provide job training to technical officials, senior technical officials and staff in training. • Demonstrate a safe working practices, use and care of tools and equipment. • Inform staff of changes to requirements, policies, directives, Procedures, standards, work practices, guidelines and service agreements. • Provide a one stop technical service to customers.

Applications must be accompanied by a comprehensive typewritten or legible Curriculum Vitae, certified copies of relevant certificates, Identity Document and a covering letter specifying the vacancy being applied for.
NB: As part of COVID-19 precautions, no hand delivery and posting of applications will be allowed. Applications should strictly be e-mailed to recruitment@madibeng.gov.za. Kindly direct any enquiry to Mr Daniel Masemola on 012 318 9552 or Ms Lerato Mokgatle on 012 318 9514.

NB: Council reserves the right to withdraw, amend and /or suspend the process at any time when necessary.

Closing Date: 05 April 2023 at 16H00

James Keatlegile Mashigo: Municipal Manager (Acting)
CIVIC CENTRE | 53 VAN VELDEN STREET | BRITS
Tel: (012) 318-9100/9200 | Fax: (012) 318-9203 | Email: customer@madibeng.gov.za



"Madibeng, the Prosperous Platinum and Green Tourism City"