



MADIBENG LOCAL MUNICIPALITY



VACANCIES

Madibeng Local Municipality with its administration offices in Brits, hereby invites applications from suitably qualified candidates to apply for the undermentioned senior management positions.

DIRECTORATE: BUDGET AND TREASURY OFFICE

CHIEF FINANCIAL OFFICER

TOTAL REMUNERATION PACKAGE: will be in terms of Government Gazette No. 43122 dated 01 July 2022 i.e. R1 242 662.00 (minimum) or R1 479 361.00 (midpoint) or R1 669 319.00 (maximum) per annum and the incumbent will report to the Municipal Manager. It is expected of the incumbent to re-structure his/ her salary.

TERM OF APPOINTMENT: The term of appointment for the CFO will be permanent. The incumbent will be expected to sign an employment contract and a performance agreement, complete a disclosure of financial interest form, undergo competency assessment and vetting.

KEY REQUIREMENTS: At least B Degree in the fields of Accounting, Finance or Economics OR a relevant qualification registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits. A relevant post graduate qualification will be an added advantage. Minimum of 5 (five) years relevant experience at middle management level. Compliance with the National Treasury Regulations on the Required Minimum Competency Level in Unit Standards for Chief Financial Officer. Sound knowledge of and exposure to local government operations and municipal financial management. Excellent facilitation and communication skills. South African citizenship. A valid driver's licence.

KNOWLEDGE: Good knowledge and understanding of relevant legislation, policies and regulatory framework.; Good knowledge and understanding of institutional governance systems and performance management; Good understanding of council operations and delegation of powers; Good governance; Audit and Risk management establishment and functionality; Budget and financial management; In-depth knowledge of local government legislation and the statutory requirements pertaining to the post. A high degree of aptitude for strategic/ operational planning and management, decision-making, leadership, innovation and motivation; Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000.

CORE FOCUS AREAS: Revenue and Expenditure Management, Supply Chain Management, Assets Management, Budget and Financial Reporting and compilation of Financial Statements

KEY PERFORMANCE AREAS: Administratively in charge of the Budget and Treasury Office. Must advise the Accounting Officer on the exercising of powers and duties assigned to the Accounting Officer in terms of MFMA 56 of 2003. Must assist the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the Municipality's budget. Developing a programme for infrastructure service delivery within the municipal area in line with the IDP and overseeing its implementation. Must perform other tasks viz budgeting, accounting, analysis, financial reporting, cash management, debt management, revenue collection, supply chain management and financial management. Direct, develop, monitor, and maintain systems, policies, procedures and processes to ensure healthy financial operations and practices. Develop and implement organisational and developmental vision and strategy. Perform human resources and administrative duties/activities.

DIRECTORATE: INFRASTRUCTURE AND TECHNICAL SERVICES

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TERM OF APPOINTMENT: The term of appointment for the Director Infrastructure and Technical Services will be permanent. The incumbent will be expected to sign an employment contract and a performance agreement, complete a disclosure of financial interest form, undergo competency assessment and vetting.

KEY REQUIREMENTS: Bachelor of Science Degree in Engineering/ B. Tech: Engineering or Equivalent. Registration with recognized relevant Engineering Professional body will be an added advantage. Five (5) years' experience at middle management level. 3-4 years must be at professional/management level engineering management experience. A relevant postgraduate qualification and/or Programme /Project Manager will be an added advantage. Computer literacy in Word, Excel and Windows programs is required. A Code EB 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. Must have extensive knowledge of the public office environment; Must be able to formulate engineering master planning, project management and implementation.

CORE FOCUS AREAS: Roads and Stormwater, Water and Sanitation, Electricity and Project Management Unit

KEY PERFORMANCE AREAS: Develop, implement, monitor and control capital projects and contract administration. Responsible for timeous planning, implementation and maintenance of Municipal Electricity, Water and Sanitation and Roads and Storm Water Infrastructure related projects. Responsible for the management of Operational budget allocated to the Department. Responsible to ensure sustainable delivery of services to the Community of Madibeng Local Municipality. Responsible to ensure that Capital budget allocated to the Municipality is used solely for its intended purpose. Draft and ensure implementation of departmental strategic plan and SDBIP; Coordination of Portfolio Committee meetings and business processes and submit reports. Give inputs and support towards preparation of IDP to ensure alignment and efficient performance. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of services and administration of the Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Directorate

DIRECTORATE: HUMAN SETTLEMENTS AND PLANNING

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TERM OF APPOINTMENT: The term of appointment for the Director Human Settlement and Planning will be permanent. The incumbent will be expected to sign an employment contract and a performance agreement, complete a disclosure of financial interest form, undergo competency assessment and vetting.

KEY REQUIREMENTS: Bachelor of Science Degree in Building Science/Architect/Bachelor degree in Town and Regional Planning or Development studies, or equivalent. Project management certificate or diploma or Registration as a Professional Planner in accordance with the Planning Professions Act, 2002 (Act No. 36 of 2002). Five years' experience at middle management level. Have proven successful Professional Developmental/ Town and Regional Planning experience. Computer literacy in Word, Excel and Windows programs is required. A Code EB driver's license is essential.

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.

CORE FOCUS AREAS: Town Planning, Building Control, Housing & Land Administration and Urban Renewal and Informal Settlements

KEY PERFORMANCE AREAS: Lead and direct the Directorate: Human Settlement and Planning that is responsible for Town Planning, Building Control and Land and Housing Administration. Develop and continuously evaluate short and long term strategic organizational governance objectives of the Municipality. Undertake strategic planning, leadership and management of all activities of the department. Draft and ensure implementation of departmental strategic plan and SDBIP; Coordination of Portfolio Committee meetings and business processes and submit reports.

Prepare and manage departmental budget. Give inputs and support towards preparation of IDP to ensure alignment and efficient performance. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of services and administration of the Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Directorate.

DIRECTORATE: CORPORATE SUPPORT SERVICES

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TERM OF APPOINTMENT: The term of appointment for the Director Corporate Support Services will be permanent. The incumbent will be expected to sign an employment contract and a performance agreement, complete a disclosure of financial interest form, undergo competency assessment and vetting.

KEY REQUIREMENTS: Bachelor Degree in Public Administration/ Management Sciences/ Law or equivalent qualification. A relevant postgraduate qualification will be an added advantage. Five (5) years at middle management level. Have proven successful management experience in administration. Computer literacy in Word, Excel and Windows programs is required. A Code EB 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; Good knowledge of corporate support services, including-Human capital management, Legal Services, Facilities management, Information Communication Technology 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; Labour Relations Act, and other labour-related prescripts; Legal background and human capital management; and Knowledge of coordination and oversight of all specialised support functions

CORE FOCUS AREAS: Human Capital Management, Organisational Design and Development, Information Communication Technology, Council Administration, Support & Customer Care and Records Management

KEY PERFORMANCE AREAS: Lead, direct and manage staff within the Directorate: Corporate Support Services that is responsible for Human Capital Management, Organisational Design and Development, Information Communication Technology, Council Administration and Support, Customer Care and Records Management. Develop and continuously evaluate short and long-term strategic organizational governance objectives of the Municipality. Develop and monitor systems, procedures and processes to ensure correct working operations and practices. Coordination of Council and Council Committees meetings and business processes and submit reports. Development and maintenance of Councilors information and database of municipal policies and by-laws. Development of Municipal Calendar. Development and implementation of the departmental SDBIP. Prepare and manage departmental budget. Give inputs and support towards

preparation of IDP to ensure alignment and efficient performance. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of services and administration of the Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Directorate.

DIRECTORATE: PUBLIC SAFETY, FLEET AND FACILITY MANAGEMENT

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TERM OF APPOINTMENT: The term of appointment for the Director Public Safety, Fleet and Facility Management will be permanent. The incumbent will be expected to sign an employment contract and a performance agreement, complete a disclosure of financial interest form, undergo competency assessment and vetting.

KEY REQUIREMENTS: Bachelor Degree in the field of Public Safety / Facilities Management or equivalent. Five (5) years' experience at middle management level. A relevant postgraduate qualification and registration with relevant professional body will be an added advantage. Have proven successful management experience in administration. Computer literacy in Word, Excel and Windows programs is required. A Code EB driver's license is essential.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation; Good knowledge of performance management system; Good governance; and Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 200

CORE FOCUS AREAS: Municipal Facilities Management; Traffic Law Enforcement, Fire and Disaster Management, Motor and Driver Licensing and Security Management of Municipal Properties.

KEY PERFORMANCE AREAS: Provide strategic leadership in the Public Safety, Fleet and Facilities Management Directorate of the Municipality which includes repairs and maintenance of municipal facilities; traffic law enforcement, fire and disaster management, motor and driver licensing and security of municipal properties. Develop and continuously evaluate short and long term strategic organizational governance objectives of the Municipality. Ensure policy development, research and compliance. Develop and monitor systems, procedures and processes to ensure correct working operations and practices. Development and implementation of the departmental SDBIP. Compile and implement of departmental budget. Give inputs and support towards preparation of IDP to ensure alignment and efficient performance. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of services and administration of the Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Directorate.

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

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KEY REQUIREMENTS: Bachelor's degree in Economic Development, Urban Planning, Marketing, Business Administration or Public Administration. Five years' experience at middle Economic development management level. A relevant postgraduate qualification will be an added advantage. Have proven successful. Computer literacy in Word, Excel and Windows programs is required. A Code EB driver's license is essential.

"Madibeng, the Prosperous Platinum and Green Tourism City"

KNOWLEDGE: Advanced knowledge and understanding of relevant legislation, policies and regulatory framework. Good knowledge of performance management system. Good governance. Good knowledge of Supply Chain Management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)

CORE FOCUS AREAS: Socio-Economic Development, Tourism, Nature Conservation and Agriculture Development and Marketing.

KEY PERFORMANCE AREAS: Lead, direct and manage staff within the Directorate: Local Economic Development. Administer economic development programs for the Municipality. Maintain macro-level perspective on the economy of the Municipality. Study market trends and apply expert judgment to opportunities and threats facing the local economy. Advise the Municipal Manager and Council on emerging and existing economic development issues. Present to local community and business groups on proposed economic development agreements. Develop policies applicable in the Directorate. Development and implementation of the departmental SDBIP. Prepare and manage departmental budget. Give inputs and support towards preparation of IDP to ensure alignment and efficient performance. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of services and administration of the Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Directorate.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

CHIEF AUDIT EXECUTIVE

TOTAL REMUNERATION PACKAGE: will be in terms of Government Gazette No. 43122 dated 01 July 2022 i.e. R1 242 662.00 (minimum) or R1 479 361.00 (midpoint) or R1 669 319.00 (maximum) per annum and the incumbent will report to the Municipal Manager. It is expected of the incumbent to re-structure his/ her salary.

TERM OF APPOINTMENT: The term of appointment for the Chief Audit Executive will be permanent. The incumbent will be expected to sign an employment contract and a performance agreement, complete a disclosure of financial interest form, undergo competency assessment and vetting.

KEY REQUIREMENTS: A Bachelor degree in Auditing and/or Accounting with professional body certification (CIA, CGAP, CCSA, CFSA, CISA, CFE, CA). Experience in public sector auditing, managing and conducting audits in Information Systems, Compliance, Forensic, Performance, and Risk and Governance will be an added advantage. A relevant postgraduate qualification will be an added advantage. 5 years' experience in Auditing of which 5 years must be in a middle management capacity

KNOWLEDGE: Advanced knowledge and understanding of relevant legislation, policies and regulatory framework. Good knowledge of performance management system. Good governance. Good knowledge of Supply Chain Management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)

CORE FOCUS AREAS: Internal Audit, MPAC, Enterprise Risk Management, Office of the Speaker, Office of the Single Whip, Office of the Executive Mayor, Communications, Performance Management Services and Legal Services

KEY PERFORMANCE AREAS: Report or represent the Directorate in various committees: Audit Committee, Risk Management, IDP Rep. Forum, District IDP Forum, Project Management Forum, Performance Evaluation Panels. Oversee the development of IDP and service delivery and Budget Implementation Plan. Ensure compliance with performance Management System legislative framework. Facilitate the Strategic Planning session and compile Strategic Planning report. Ensure improvement of the risk management control and governance process. Provide an objective assurance, add value and improvement on Municipality operations and governance processes. Develop and implement an intergovernmental protocol through coordination of IDP. Advise the Municipal Manager and Council on all functions of the Directorate. Oversee the development and review of relevant Policies and Strategies on matters pertaining to the Directorate. Facilitate Performance Management for the whole Municipality. Strategically Plan, Organise, Lead Control all the activities performed

by the Directorate. Ensure that the activities of the Directorate are aligned to the IDP and Facilitate Performance Management of the Directorate. Oversee Project Management functions within the Municipality

DIRECTORATE: COMMUNITY SERVICES

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TERM OF APPOINTMENT: The term of appointment of the Director: Community Services will be permanent. The incumbent will be expected to sign an employment contract and a performance agreement, complete disclosure of financial interest form, undergo competency assessment and vetting.

KEY REQUIREMENTS: Bachelor Degree in Social Sciences/ Public Administration/ Law; or equivalent. Five (5) years' experience at middle management level. Added advantage: registration with the South African Council for Social Services Professional (SACSSP), or similar recognised relevant professional body will be an added advantage. Certificate in Municipal Finance Management Program (MFMP) SAQA qualification (ID No. 48965) or Certificate Program in Municipal Development (CPMD) or attain the qualification within 18 months from the date of appointment. The incumbent should have proven successful institutional transformation with the public or private sector.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation. Good knowledge of and understanding of institutional governance systems and performance management. Understand of council operations and delegation of powers, as well as – Cemetery Management, Parks and recreation management.

KEY PERFORMANCE AREAS: Provide strategic leadership in the Community Development Services Directorate of the Municipality including the formation and development of an economic, effective, efficient and accountable administration in her department. Ensure that the Department Development and Management of an economically effective, accountable administration which is equipped to implement the Municipality Integrated Development Plan, to operate in accordance with the Municipality' performance management system and to understand the needs of the local Municipality.

NB: All candidates must possess a Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007

The offer of remuneration for all senior managers' positions will be determined by competence and current salary earnings read together with the guidelines as set out in Notice 1224 of 2018.

All qualifying applicants will be considered for employment without regard to race, colour, religion, gender, sexual orientation, age, disability status, or any other characteristic protected by local law. Appointments will be made according to the Council's Employment Equity Plan, which stipulates representation of designated groups in the Municipality

Applications must be submitted on the official application form for senior managers (the form is obtainable from www.madibeng.gov.za), and must be accompanied by a comprehensive and typewritten or legible Curriculum Vitae; certified copies of relevant certificates, identity document, driver's license and a covering letter. All applications must be addressed to: **The Acting Municipal Manager, Madibeng Local Municipality; Senior Managers' Vacancies; PO Box 106, Brits, 0250** or hand delivered at 6th Floor, Office of the Municipal Manager; Municipal Offices, 53 Van Velden Street, Brits. Faxed or emailed applications will not be considered. Applications without relevant documents will not be considered. Communication will be limited to shortlisted candidates. Applicants from previously disadvantaged groups are encouraged to apply.

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

Kindly direct any enquiries for these positions to the Office of Municipal Manager at (012) 318-9220/9212.

Closing date **12 September 2023 at 16H00.**

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

