



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 positions.

DIRECTORATE: PUBLIC SAFETY, FLEET & FACILITIES MANAGEMENT

ASSISTANT DIRECTOR: TRAFFIC AND LICENSING

Division: Traffic and Licensing Services

Salary: R622 129.08 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • National Diploma/ Bachelor's Degree in Road Traffic Safety Management or Municipal Road Transport Management. • Basic Traffic Diploma or Examiner of Driving Licenses Diploma (EDL) and Examiner of Motor Vehicles Diploma (EMV) • Code EC Driver's License. • Computer Literacy and eNatis background • Knowledge of Road Traffic Act 29 of 1989, National Road Traffic Act 93 of 1996 and other related legislations and Municipal By-Laws. • 5 years' relevant experience of which at least 3 years must be at middle management level

KEY PERFORMANCE AREAS: • Lead, manage and supervise the Public Safety to ensure maximum output and effective service delivery in accordance with council policy and state legislations. • Manage and supervise protection services by leading, guiding, instructing, delegating work and motivating subordinate by means of regular staff meetings and daily interaction. • Monitoring the performance of direct and indirect subordinate. • Provide advices and direction • Ensure that health and safety procedures are adhered to • Identify training needs and making appropriate arrangements for training and development of staff. • Consider leave for absence, attendance to grievances and appropriate disciplinary actions. • Recommend or initiate and implement effective management process. • Attend management meetings and if required council and committee meetings and participate in relevant discussions and strategic decision-making and planning. • Develop, implement and regular review strategic objectives regarding Traffic and licensing services. • Initiate and compile Traffic and Licensing policies and amendments thereof. • Providing inputs regarding the compilation of capital and operational budget and making recommendation in respect of budget control • Coordinate the various internal functions and activities • Take responsibility for effective use and maintenance of assets and equipment pertaining to Traffic and Licensing. • Attend to comment on or provide inputs on all correspondences regarding Traffic and Licensing.' • Receive and ensure implementation of all council resolution regarding Traffic and Licensing. • Attend to administrative matters, correspondences and complex enquiries that cannot be disposed of by subordinates

ASSISTANT DIRECTOR: FIRE AND DISASTER

Division: Fire and Disaster Management

Salary: R622 129.08 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • National Diploma/ Degree in Fire Technology or equivalent • A valid code EB driver's license • Computer literate • 5 years' relevant experience of which at least 3 years must be at middle management level

KEY PERFORMANCE AREAS: • Manage and oversee the fire and disaster management • Manage fire, develop and maintain the fire and emergency risk management program and philosophies • Manage an integrated disaster management function in line with the Disaster Management Act 57 of 2002, focusing on preventing or reducing the risk of disaster, mitigating the severity of disaster, emergency preparedness, rapid and effective response to disasters and post-disaster recovery • Provide technical support and background information for by-law enforcement, Code interpretation, permit applications, outside agency requirements, and other prevention matters and concerns • Manage the resilience of the force through access to information on incidents and staff involvement, assessment of incidents and staff actions and overall control of effectiveness of service delivery • Drive the strategy and firefighting standard operating procedures for the municipality • Drive the strategy and standard operating procedures with regard to rescue operations • Guide and direct the management of environmental hazards within applicable laws, policies and guidelines

FLEET PRACTITIONER: VEHICLE ALLOCATION

Division: Fleet Management

Salary: R439 903.08 (Post level 6)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • National Diploma in Transport / Fleet Management/ Logistics Management • Knowledge of fleet servicing, fleet scheduling, fleet analysis, and operations • Solid customer service skills • Valid driver's license to operate different modes of fleet • In-depth knowledge of the transportation industry and its current trends • Proficiency in using computerised fleet management software/tools • Outstanding analytical, decision-making and leadership skills • Good communication skills • 3 years' experience of which 1-2 years should be supervisory level

KEY PERFORMANCE AREAS: • Assist in the recruitment and management of drivers • Track and update the vehicle management system • Monitor the documentation and records of the vehicles, especially areas related to the inspections, certifications, and servicing • Ensure optimal vehicle management by conducting proper repairs of the fleet • Partake in budgeting and maintaining the costs for proper fleet management • Manage the logistics fleet management aspects of the vehicle

ASSISTANT SUPERINTENDENT: TRAFFIC LAW ENFORCEMENT

Division: Traffic and Licensing Services

Salary: R398 420.16 (Post level 7)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • National Diploma in Road Traffic Safety Management (NQF-L6). • National Diploma in Road Transport Management and Municipal Policing (NQF-L6) • Basic Traffic Diploma • Registered on eNatis as Traffic Officer • Applicant must have no Criminal Record • Must have no visible tattoo • Must have a valid Code C1/EB Drivers Licenses • 3 years' experience of which 1-2 years should be supervisory level

Muthusi Oagile: **Municipal Manager (Acting)**
CIVIC CENTRE | 53 VAN VELDEN STREET | BRITS

Tel: (012) 318-9100/9200 | Fax: (012) 318-9203 | Email: customercare@madibeng.gov.za

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KEY PERFORMANCE AREAS: • Assist the Superintendent Traffic in overseeing the effective functioning of the Traffic Shift. • Assist the Superintendent Traffic with Shift Administrative duties • Assist in planning daily work schedules and in giving tasks to subordinates • Manage and Monitor performance of subordinate • Ensure smooth flow of Traffic at all times • Attend to disciplinary action and undertake preliminary investigations • Attend to grievances and maintain discipline • Ensure that records such as time sheet, logbooks and pocket books are properly maintained. • Conduct quality checks on work done by subordinates

DIRECTORATE: CORPORATE SUPPORT SERVICES

ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT & DESIGN

Division: Organisational Development & Design

Salary: R622 129.08 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • National Diploma/Degree in Human Resources Management or Human Resources Development • 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/ PayDay System) • Good HR related legislative interpreting skills • 5 years' relevant experience of which at least 3 years must be at middle management level

KEY PERFORMANCE AREAS: • Develop and investigating short term plans for the Divisional functionality • 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, e.t.c). • 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. • Compile draft and approved organizational structure for 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 training policy and procedures to equip personnel with job related skills. • Manage and coordinate the Skills Development 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. • Assist management to plan their manpower regarding a need analyses and the quantity of employees needed for the specific outputs. • Design and facilitate job descriptions / job analyses and employee job specifications. • Perform a wide range of system administration of HR 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.

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

Division: Human Resource Management and Development

Salary: R622 129.08 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • Degree / National Diploma in Human Resources Management or Related Field • A valid code EB driver's license • Computer literate (MS Word/ Excel/ PayDay System) • Broad understanding and knowledge of Local Government • Good leadership with strategic capabilities and excellent analytical, organizational and presentation skills. • Excellent writing and verbal skills. • Above average decision making, public relations coupled with human relations or Interpersonal skills. • Computer literacy. • 8 years or more relevant experience covering a broad range of human resources functions; and • 5 years' relevant experience of which at least 3 years must be at middle management level

KEY PERFORMANCE AREAS: • Contribute to sharing the municipality's and local government specific goals and priorities • Identify and act on opportunities to partner with other departments in the municipality to achieve desired results • Take positive action to resolve conflict in a way that addresses the issues, dissipates the conflict and maintains the relationships, and ensure that all parties are aware of agreements and required actions when the issues are resolved • Have thorough knowledge of human and municipality' behaviours and apply this knowledge in the design and implementation of strategies, frameworks, methods for complex change programmes • Keep abreast of latest developments within HR Information System and any new HR applications • Identify the HR information that must be maintained to support organizational decision-making • Ensure sustainability of HR practices within the Municipality • Support the effective management of human resources in the municipality • Establish functional standards for accurate HR record-keeping and administration • Develop and ensure that the HR Strategy is aligned to the municipality's objective • Execute HR strategies that enhance the value of the human resources within the organization • Assess the workforce strategy and plan on achieving organizational objectives • Align the municipal policies with the National Occupational Health and safety framework.

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

ASSISTANT DIRECTOR: FINANCIAL REPORTING

Division: Financial Reporting

Salary: R622 129.08 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • Bachelor Degree in Accounting • Computer literacy • Minimum competency requirements issued by National Treasury Regulation 29967 • Knowledge and application of various legislation and GRAP standards regarding asset management ethics • Strategic leadership and financial management

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• 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 • 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 • 5 years' relevant experience of which at least 3 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

ASSISTANT DIRECTOR: ASSET AND DISPOSAL

Division: Assets and Disposal Management

Salary: R622 129.08 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • Bachelor Degree in Property Assets Management/ Property Valuation & Accounting • Computer literacy • Certificate in Asset Management and Accounting • Minimum competency requirements issued by National Treasury Regulation 29967 • Knowledge and application of various legislation and GRAP standards regarding asset management ethics • 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 • 5 years' relevant experience of which at least 3 years must be at middle management level

KEY PERFORMANCE AREAS: • Administer insurance claims regarding accidents, third parties, or property damages • Manage the asset register of municipality according to the Municipal Finance Management Act No 56 of 2003 • Assist superiors with the drawing up of the annual and supplementary budget of the municipality and the annual financial statements • Complete reports to National Treasury regarding the appropriation of granted funds received • Interact with the internal / external auditors and make available information, supporting documentation and evidence of approvals regarding expenditure transactions and accounts • Exercise control over the use and maintenance of office equipment and ensure that electronic equipment used are switched off over night • Give advice and guidance to subordinates on various matters • Distribute work, set work standards, Control work and evaluate work performance

CHIEF FINANCIAL ACCOUNTANT: FINANCIAL REPORTING

Division: Financial Reporting

Salary: R549 770.76 (Post level 4)

MINIMUM REQUIREMENTS: • Grade 12 Certificate • Bachelor of Commerce Degree in Accounting / Financial Management / Auditing • Computer literacy • Knowledge of Local Government financial practices and legislation • Excellent analytical skills, accuracy and attention to details • Ability to communicate at all levels and the ability to work under pressure • Code B drivers' license • 3 years relevant experience

KEY PERFORMANCE AREAS: • Attend to administrative matters of the section through leading, instructing and delegating work. • Motivate and manage staff by means of staff meetings and daily interaction with subordinates. • Monitor competencies and ensure proper training of staff meetings and daily interaction with subordinates. • Attend to grievances and recommend appropriate disciplinary action. • Ensure that objectives are met and proper outcomes are achieved. • Ensure that all year-end procedures, reconciliations, statistics, etc. are timeously done. • Submit annual financial statements for presentation to council. • Liaise on a senior level with the Auditor General during the annual audit of the financial statements • Reply to audit queries raised and ensure prompt resolution. • Write reports as well as comments on reports to Council on various financial matters, taking into account the applicable legislation and financial implications. • Ensure that the various statutory reporting, including the Annual Report, as well as statistical reporting requirements are attended to by means of monitoring and supervision of activities

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.

All qualifying applicants for all positions will be considered for employment without regard to race, colour, religion, gender, sexual orientation, age, disability status, or any other characteristics protected by law. Appointment will be according to Council's Employment Equity Plan.

Applications must be delivered by hand at Rooms 200, 202 or 211, Second Floor, Madibeng Municipal Offices, 53 Van Velden Street, Brits or mailed to the Director Corporate Support Services, Vacancies P.O Box 106 Brits 0250 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: 12 APRIL 2024 at 16H00



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