

RUSTENBURG LOCAL MUNICIPALITY



EXTERNAL ADVERTISEMENT

“A World Class City where all communities enjoy the high quality of life”.

The Rustenburg Local Municipality seeks to fill the following vacancies.

Disabled applicants, who meet the stated requirements of the position, are encouraged to apply.

1. DIRECTORATE: CORPORATE SUPPORT SERVICES

1.1 DIRECTOR – CORPORATE SUPPORT SERVICES (REF: DCS-1.1)

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 42023, Vol.641 dated 08 November 2018 (i.e. Minimum R1 317 315, Midpoint R1 596 747 and Maximum R1 876 176 /annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- Bachelors Degree in Public Administration / Management Services / Law; or equivalent.
- 5 years' experience at middle management level.
- Proven successful management experience in administration.
- Have proven successful management experience in Administration.
- Understanding of Municipal Systems Act, Municipal Structures Act and Municipal Finance Management Act.
- Willingness and readiness to work long hours and under pressure
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) in line with the minimum regulations on competency level of 2007 (or eighteen (18) months to complete, will be an added advantage

Knowledge & Skills

- Good knowledge and understanding of relevant policy and legislation governing Local Government.

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- Good knowledge and understanding of institutional governance systems and performance management.
- Good knowledge of Corporate Support Services, including
 - Human Capital 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 2000);
- Good governance;
- Labour Relations Act, and other labour related prescripts,
- Legal background and human capital management;
- Knowledge of coordination and oversight of all specialised support function;

Duties:

As the Director of Corporate Support Services, the incumbent will take responsibility for the overall performance in the following areas:

- Providing strategic leadership in the Corporate Support Services Directorate of the Municipality, which includes Human Resource Management and administrative services.
- Overseeing HR policy development implementation and review.
- Providing committee/ secretariat support to Council and its Committees.
- Coordinating Portfolio Committee meetings and business processes.
- Undertaking overall administration of Council records and archiving to ensure compliance with regulatory frameworks.
- Performing any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities.

2. DIRECTORATE: PUBLIC SAFETY

2.1 DIRECTOR – PUBLIC SAFETY (REF: DPS-2.1)

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 42023, Volume: 641 dated 08 November 2018 (i.e. Minimum R1 317 315, Midpoint R1 596 747 and Maximum R1 876 176 /annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- A relevant Bachelor Degree or equivalent plus 5 Years' experience at Middle Management;
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with the minimum regulations on competency level of 2007 (or eighteen (18) months to complete, will be an added advantage.
- Willingness and readiness to work long hours and under pressure.
- Valid drivers licence.

Knowledge & Skills

- Good knowledge and interpretation of policy and legislation;

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- 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 2000)
- Registration with a relevant professional would be an added advantage.

Duties:

- Required to lead and direct the Directorate: Public Safety, which is responsible for the provision and management of Licensing and Testing, Law Enforcement and Security, Traffic services and Emergency and Disaster Management.

Please note well: The successful candidate will be remunerated on the starting notch of the applicable salary level. Salary will only be reviewed after 6 months' probation period.

3. DIRECTORATE: BUDGET & TREASURY

3.1. UNIT MANAGER: FINANCIAL MANAGEMENT (REF: BTO- 3.1)

Salary: R501 192 – R627 180 p/a (Level 2) plus Transport Allowance

Requirements:

- B.Com. (Accounting) or equivalent plus 4 years' experience at senior management level, whereof 3 years must be supervisory/ management experience, plus valid driver's license.

Knowledge & Skills:

- Computer literacy, a clear understanding of procurement and legislative requirement in Local Government, in-depth knowledge of all other financial regulations and budget related legislation having project management, skills. Interpersonal and communication skills and ability to promote teamwork.

Duties:

- Main duties will include but are not limited to manage and direct the Financial Management Services Unit to meet the objectives of the Directorate & Council.
- Monitor and manage the development and maintenance of the financial system provide up to date management information for Council.
- Compile and monitor annual operating budget of the municipality to ensure that expenditure is within limits of the approved budget, compile monthly financial results and annual financial statements and report to Council.
- Municipal Manager and Executive Mayor as prescribed in legislation, advise Council on Financial Management issues and General Financial Management Administration.

3.2 UNIT MANAGER: REVENUE MANAGEMENT (Ref: BTO 3.2)

Salary: R 501 192 – R627 180 / a plus transport Allowance

Qualification Requirements: B.Com (Accounting) or equivalent plus 4 years' experience at senior management level, whereof 3 years

must be supervisory / management experience, plus valid driver's licence

Knowledge & Skills:

Computer literacy, clear understanding of revenue management

Duties:

Main duties will include but are not limited to: responsible for the implementation and management of credit control and revenue collection functions, ensure compliance with all relevant legislation, apply general recognized account practice and comply to international accounting standards, ensure maintenance of proper internal control and solve all matters raised by external and internal auditors.

4.DIRECTORATE: COMMUNITY DEVELOPMENT

4.1 CLERK OF WORKS (REF: DCD – 4.1)

Salary: R279 144 – R308 160 / a Plus transport allowance (Level 8)

Requirements:

- National Diploma in Built Environment / N4 Building / Civil Certificate and 2 years relevant experience.

Knowledge and Skills:

- Knowledge and understanding of the building industry including knowledge of materials, trades, methods and legal requirements is essential for the performance of duties.

Duties:

- Oversee visual inspections.
 - Act on behalf of the contractor in respect of site problems and defects in works under construction.
 - Schedule work to be completed according to instructions
 - Provide advice to the contractors on standards of quality, finish and compliance with inspections
 - Prepare reports on progress, site activities and all other related activities
 - Monitor the performance of contractors on site and to ensure that engineering installations are constructed in accordance with drawings and specifications.
1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
 2. It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.

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3. Only hard copies will be accepted. No electronic or faxed applications will be accepted.
4. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.
5. All applications must be submitted with a detailed CV, Certified copies of qualifications, ID document and driver's licence, the names of three references from current and previous employers and a fully completed official application form, as available from the municipal website or the Human Resources Department, to be couriered to Directorate: Corporate Support Services, Unit: Human Resources, c/o Nelson Mandela & Beyers Naude Drive, Rustenburg 0299, P O Box 16, Rustenburg 0300. Please mark envelope "VACANCY". Administrative enquiries may be directed to Human Resources at tel. 014-590 3048 / 3016/ 3514.

CLOSING DATE: 22 JAN 2019

Notice number: 106/2018

FOR OFFICE USE:

Directorate

Directorate: Corporate Support Services
Directorate: Public Safety
Budget & Treasury Office
Directorate: Community Development

Reference no. : 4/4/2/2
Vote number : 030/044/0101

PLACING

City Press : 06 January 2019
Herald : 09 December 2019