

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. OFFICE OF THE MUNICIPAL MANAGER

1.1 MANAGER: STRATEGY& PLANNING (REF: OMM -1.1)

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 42023, dated 08 November 2018 (i.e. Minimum R 1 317 315 Midpoint R1 596 747 and Maximum R2 213 808 /annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- B-Degree and relevant experience in strategic management within local government environment.
- 5 years' experience at middle management level and have proven successful institution transformation within public or private sector.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) in line with the minimum regulations on competency level of 2007.
- Computer literacy and a valid driver's licence.

Knowledge & Skills

- Planning and organising skills, strategic management skills, business management skills, interpersonal skills, report writing, computer literacy, problem solving skills, presentation skills, analytical skills project management skills, knowledge of planning procedures and regulations, a broad understanding of environment management and a comprehensive understanding of Municipal processes as well as strategy planning and monitoring.

Duties and Responsibilities:

- Implement and contribute to the development and review of credible plans including the Integrated Development Plan (IDP) and Service Delivery Implementation Plan (SDBIP).
- Advises and supports the Municipal Manager on strategic decisions.
- Draw up strategic business plans, oversees the development and monitoring of IDP and PMS.
- Prepare a business and project plan to develop and implement strategic business plans for the Municipality per Directorate.
- Coordinate the compilation of the strategic plans for the Municipality.
- Facilitate structured and unstructured PMS related support programs to ensure increased capacity.
- Research & analyse information critical for strategic planning & direction of the Municipality.

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.

1.2 LEGAL ADVISOR: LITIGATION MANAGEMENT (REF: OMM 1.2)

Salary: R496 548 – R 501 192 / a (Level 3) Plus transport allowance scheme

Qualification Requirements:

- LLB Degree with at least a minimum of 3 years' experience as Legal Advisor preferably in the Municipal or Public Service environment and also as an Admitted Attorney. A valid driver's license.

Knowledge & Skills:

- Extensive practical knowledge of legislation, practical knowledge of Legal costing, Ability to work under stressful conditions, Planning and organising skills, Communication skills, Conflict resolution skills, Interpersonal skills, Computer literacy and Document handling skills.

Duties and Responsibilities:

- Rendering professional and effective legal advice to the Council to ensure that all resolutions are complying with the legislation as well as ensuring that all resolutions are implemented. Provide Legal comments on Items that must be submitted to the Council, Mayoral Committee Portfolio Committees and other Committees of the Council. Interact with external advisors appointed by Council concerning the status of litigation matters. Interact with Labour Relations Unit concerning Labour matters that are before the Bargaining Council as well as the Labour Court. Assist the Directorates with valuation matters and any matter incidental to valuation. Ensure that all legal books are safely kept. Recommend legal literature to be purchased.

It will be expected of the successful applicant to provide his / her own suitable vehicle for the execution of official duties, in accordance with the Transport Allowance Scheme.

2. DIRECTORATE: BUDGET & TREASURY

2.1 DEPUTY CHIEF FINANCIAL OFFICER (REF: BTO 2.1) FIVE YEAR FIXED TERM CONTRACT

Salary: An all-inclusive negotiable remuneration package, in line with the successful candidate's experience and expertise.

Qualification Requirements:

- B-Com with Accounting III, plus minimum 6 years applicable experience, of which 3 years must be at senior management level.
- B-Com Hons, articles plus CA qualification will be an added advantage.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with the minimum regulations on competency level of 2007.
- Valid driver's licence and NO criminal record.

Knowledge & Skills:

- Good strategic planning and organising skills, *comprehensive financial management skills, *interpersonal skills, *people management skills, *computer literacy, *decision making and analytical skills, *practices and knowledge of administrative and management principle.

Duties and Responsibilities:

- Responsible for the execution and timely delivery for outputs in the Deputy CFO's signed performance contract;
- Compilation and timely submission of accurate information in accordance with prescribed standards and formats;
- To develop and maintain sound financial policies and financial procedures that promote transparency and accountability based on general recognised accounting practices;
- To ensure that all sources of revenue in terms of rates, tariffs, surcharges, taxes, subsidies, as well as the equitable share are effectively and efficiently collected,
- To develop and effective system of debt management and revenue collection for Rustenburg Local Municipality.

2.2 SECTION MANAGER: FINANCIAL MANAGEMENT (REF: BTO 2.2)

Salary: R425 376 – R496 548 / a (Level 3)

Qualification Requirements:

- B.Com in Accounting plus a minimum of 6 years' experience of which at least 3 years must be at middle management level or 6 years at any level in a role related to a position of financial management, and the required competency in Unit Standards, in accordance with the government Gazette no 29658 of 23/02/2007.

Knowledge & Skills:

- Knowledge of all relevant legislation and regulations in line with Municipal Finance
- Understanding of Payroll Administration and Municipal Cash Flow management as directed by legislation.
- Ability to plan and report on cashflow.
- Critical with numbers and have the ability to work under pressure.

Duties and Responsibilities:

- Main duties will include but not limited to;
- Manage cash transactions to ensure proper reporting and compliance with GRAP and legislation,
- Managing cash flow, investments and loans.
- Managing of payroll and all administrative duties related to payroll.
- Bank and Payroll reconciliation.
- Develop internal controls.
- Review of policies and procedures within financial administration.

3. DIRECTORATE: CORPORATE SUPPORT SERVICES

3.1 SECTION MANAGER-OCCUPATIONAL HEALTH AND SAFETY (REF: DCS 3.1)

Salary: R425 376 – R496 548 / a (Level 3) Plus Transport Allowance Scheme

Qualification Requirements:

- Grade 12 and National Diploma in Safety Management or Equivalent, Hazard Identification & Risk Assessment (HIRA), Safety Management Training Course (SAMTRAC), Incident/Accident Investigation Course. Valid Code C driver's license.

Knowledge & Skills:

- Ability to work long hours and meet deadlines, ability to function under pressure and stressful situations. Thorough knowledge of relevant local legislation, verbal and written communication skills at all levels. Physical capable to carry equipment and physical endurance to perform emergency.

Duties and Responsibilities:

- To collect data on work environment for analysis, develop, implement and monitor the organization's health and safety programmes; evaluate their effectiveness in limiting negative exposure to employees, ensure that the organization is compliant with the health and safety legislation; and to reduce or prevent hazards, dangers and accidents.

4. DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

4.1 ARTISAN (FITTER) (REF: DTIS 4.1)

Salary: R 234 660 – R 272 244 / a (Level 9)

Qualification Requirements:

- Grade 12 and N2 plus National Trade Certificate (Fitter), valid Code C driver's license with PDP and 2 years' relevant experience.

Knowledge & Skills:

- Excellent knowledge in the operation, repair and maintenance of pumps, ability to work under pressure and to work overtime and standby when needed.

Duties and Responsibilities:

- Oversee operations and maintenance of Water and sewer pumps.
- General fitting and Construction

4.2 TECHNICIAN (TEST & INSTRUMENTATION) (Ref: DTIS 4.2)

Salary: R 316 020 – R 348 900 / a (Level 7)

Qualification Requirements:

- National Diploma in electrical engineering, with 2-3 years relevant experience, plus a valid EC driver's license.

Knowledge & Skills:

- Knowledge of National Electricity Regulator and the Electricity Act, report writing skills, Municipal Systems Act, and Municipal Structures Act.

Duties and Responsibilities:

- Install, inspect maintain, troubleshoot, diagnose repair, and perform on bulk meters and robots. Test high voltage switchgear and transformers. Programme, test and set-up protection relays. Repair and maintain robot controllers. Install bulk energy meters and facilitate bulk meter readings.

4.3 AIR CONDITION TECHNICIAN (Ref: DTIS 4.3)

Salary: R 348 900 – R 385 272 p/a (Level 6)

Requirements:

- National diploma in Air-Conditioning and Refrigeration Management or equivalent qualifications
- 2 years experience in similar field
- Valid drivers license.

Knowledge & Skills:

- Knowledge of three phase and single phase electrical circuit and plumbing.
- Commercial and industrial air conditioning and general handyman duties.
- Skills on dry coil systems and circulation pump.

Duties:

- Good housekeeping, regular plant maintenance.
 - Improvement and modification to equipment.
 - Conduct planned and un-planned maintenance.
 - Safety adherence.
 - Supervision of engineering aides and assistants.
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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.
3. No electronic copies 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 or hand delivered 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 3016/ 3514.

5 PERFORMANCE AUDIT COMMITTEE

5.1 TWO MEMBERS FOR THE PERFORMANCE AUDIT COMMITTEE (REF: RLM EOMM-1.1)

Remuneration: Remuneration will be done as determined by the National Treasury prescripts and the Performance Audit Committee

Qualifications and Requirements:

The minimum compulsory requirements for the positions are as follows:

- A Bachelor's Degree or equivalent
- One member with CIA and another member with CISA qualification.
- Proven experience in public sector in internal audit, internal controls, risk management and performance management.

- Must be an independent external person with extensive knowledge of relevant regulations and prescripts, including Municipal Finance Management Act and Treasury Regulations, Municipal Systems Act, etc.,
- Experience in serving on similar committees and knowledge of municipal working environment shall be an added advantage.
- Knowledge and understanding of Corporate Governance (King IV) will be an added advantage.

Term of Office: It will be expected of the successful candidates to enter into a contract with the Municipality. The term of office will be three (3) years;

Applications marked “**Private & Confidential: Audit Committee Application**” must be submitted through **Hand Delivery** to The Acting Municipal Manager, Office of the Municipal Manager, Rustenburg Local Municipality, C/O Nelson Mandela and Beyers Naude Drive, Rustenburg 0299 or **Posted** to The Municipal Manager, Rustenburg Local Municipality, P.O. BOX 16, Rustenburg, 0300. Enquiries may be directed to Mr C. Mabe on 014 590 3298 or Email: clement@rustenburg.gov.za.

CLOSING DATE: 14 JUNE 2019

Notice number: 46/2019

FOR OFFICE USE:

Directorate

Office of the Municipal Manager
Budget and Treasury
Technical & Infrastructure

Reference no: 4/1/2
Vote number : 030/044/0101