

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 vacancy within the Directorate Rustenburg Rapid Transport. **Disabled applicants, who meet the stated requirements of the position, are encouraged to apply.**

1. OFFICE OF THE MUNICIPAL MANAGER

1.1 LEGAL ADVISOR: LITIGATION AND LEGAL COSTS

Salary: R 496 548 – R 501 192 (Level 3) plus Transport Allowance

Requirements:

- LLB Degree and 3 – 5 years' experience
- A valid driver's licence

Knowledge & Skills:

- Detailed knowledge of the law
- Ability to apply legal knowledge to resolve matters.
- Ability to work under stressful conditions.

Duties & responsibilities:

- Provide legal comments on item that must be submitted to Council, Mayoral Committee, Portfolio Committees and other Committees;
- Prepare legal reports to Council, Mayoral Committee and Portfolio Committee;
- Give guidance, legal opinions and advice to Directorates;
- Assist on any legal matters that has been assigned;
- Research case law and recent cases to form an opinion;
- Prepare legal reports to Council, Mayoral Committee and Portfolio Committee;
- Analyse all legal documents on the implications and make recommendations to the Municipal Manager.
- Aid and advice on the drafting of MOU's
- Provide legal support to directorates to make sure that policies, standard practices are legally valid and implemented correctly.
- Familiarizing with treasury regulations and circulars to provide legal advice;
- Peruse the court documents served to the Municipality;

- Analyse facts and make an informed decision on whether the matter should be settled or litigated.
- Ensure that all appointments of Attorneys and/or Advocate are done by the Municipal Manager (in terms of DELEGATION OF POWERS FRAMEWORK)
- Attend courts cases to monitor the litigation procedures and the legal costs accuracy
- Receive an appointment letter to chair disciplinary hearings.
- Draft the charges to be levelled to the employees and distribute to employee with date of hearing
- Research precedence and case law to make an informed decision
- Prosecute on behalf of the municipality in terms of misconduct
- Appear before the chairperson to represent the case of the municipality during the appeal
- Appear before the arbitrator to represent the case of the municipality
- Provide relevant information and work closely with the consultant during the case proceedings
- Attend to affidavits timeously and ensure that they are signed by relevant parties within the municipality
- Through the office of the municipal manager assist with requests and application for access information (IN TERMS OF PAIA MANUAL, MUNICIPAL MANAGER IS THE INFORMATION OFFICER AND DIRECTORES ARE DEPUTY INFORMATION OFFICERS).
- Interact and advice the municipal manager as the accounting officer.

It will be expected of the successful applicant to provide his/her own suitable vehicle to execute official duties.

2. DIRECTORATE: CORPORATE SUPPORT SERVICES

2.1 HEAD: INFORMATION TECHNOLOGY

Salary: R 501 192 – R 627 180 /a (Level 2) plus Transport Allowance

Requirements:

- B-Degree or equivalent qualification in Information Technology, plus minimum of 6 years IT experience, of which 4 years must be at management level.

Knowledge & Skills:

- Knowledge of and experience with: LANS / WANS; Windows Server Environment; Microsoft SQL Server; Microsoft Exchange; Information Services; backup systems; network/workstation peripherals; print servers; firewalls; spam & antivirus hardware / software and computer hardware.
- Ability to read, analyse and interpret technical procedures, ability to write reports, business correspondence and procedure manuals, ability to effectively present information and respond to questions from managers and end users.

Duties

- Manage all enterprise technologies and provide technology support and training.
- Systems and process analysis.
- Develop, implement and maintain ICT strategy, policies and procedures.
- Plan and oversee the provisioning of ICT requirements for the organization.

- Monitor and review ICT practices within the organization.
- Co-ordinate the development, monitoring and review of key business processes within the organization.
- Develop, implement and maintain an appropriate ICT governance framework.
- Lead and optimize the organisation's use of ERP systems and other software.
- ICT project management, contract management and SLA management.
- ICT risk management.
- General management of the Unit including personnel and financial management responsibilities.

It will be expected of the successful applicant to provide his/her own suitable vehicle to execute official duties.

3. DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

3.1 UNIT MANAGER: RURAL DEVELOPMENT

Salary: R501 192 – R 627 180 /a (Level 2) plus Transport allowance

Qualification Requirements:

B – Degree in Social Science / Agriculture and Development related qualification, plus a minimum of 5 years' experience at senior management level in a Local Government environment, plus a valid driver's licence.

Knowledge & Skills:

- Knowledge of developing projects, changing needs of rural communities and voluntary organisations;
- Producing information leaflets, resource publications, newsletters, press release and brochures necessary;
- Managing minor complex contracts and monitor contractor performance on rural development and nurturing of livelihood of rural dwellers.

Duties:

- Identify key agriculture and rural economic development programme and projects for the Municipality
- Develop and manage implementation of agriculture and rural economic development support programmes to develop RLM agriculture and rural economy.
- Manage key stakeholders for agriculture and rural economy development;
- Lead the development and review of Local Economic Development policies and strategies for agriculture and rural economic development;
- Produce regular reports on agriculture and rural economic development interventions implemented and their impact
- Ensure compliance and implementation of Council resolutions
- Compile specifications and terms of reference for bid/tenders
- Administer and implement the sectional budget
- Compile Items and Item Comments for Portfolio Committee, Mayoral Committee and Council reports.

It will be expected of the successful applicant to provide his/her own suitable vehicle to execute official duties.

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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. Only hard copies will be accepted. No 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. Applications can also be dropped off at Reception (Ground Floor) Municipal Main Building. Please mark envelope "VACANCY". Administrative enquiries may be directed to Nhlanhla Nkosi at tel. 014-5903048.

CLOSING DATE: 27 MAY 2019

Notice number: 40/ 2019

FOR OFFICE USE:

Directorate

Office of the Municipal Manager
Corporate Support Services
Local Economic Development

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

PLACING

City Press : 05 May 2019
Rustenburg Herald : 08 May 2019