

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.A MANAGER: STRATEGY& PLANNING (REF: OMM -1A)

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 R1 876 176/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 or attaining within eighteen (18) months from date of appointment.
- 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:

- Implements and contributes 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.
- Draws up strategic business plans, oversees the development and monitoring of IDP and PMS.
- Prepares a business and project plan to develop and implement strategic business plans for the Municipality per Directorate.
- Coordinates the compilation of the strategic plans for the Municipality.
- Facilitates 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.

2 BUDGET & TREASURY OFFICE

2.A UNIT MANAGER: FINANCIAL CONTROL (REF: BTO 2.A)

Salary: R 533 772 – R 667 944 /a Plus Transport Allowance Scheme

Qualification requirement:

- B-Degree in Financial Management or equivalent
- 7 years related experience of which 3 years should be at middle management level plus valid driver's licence.

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 the ability to promote team work.

Duties and Responsibilities:

Main duties will include but not limited to:

- Lead and manage the Financial Control Unit.
- Prepare and manage of Municipal budgets in line with National Treasury guidelines
- Prepare and or provide guidance in preparation of quarterly, bi-annual and annual financial statements.
- Champion the facilitation of the annual audit by Auditor General
- Manage regular financial reports to National Treasury and other external stakeholders.

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.

3. DIRECTORATE: ROADS & TRANSPORT

3.A CO-ORDINATOR - INDUSTRY TRANSITION (REF: DRT- 3.A)

Salary: R 570 997 / a (An all-inclusive package on 3 years fixed term contract)

Requirements:

- National Diploma in Transport Management or equivalent.
- Code EB Drivers licence
- 2 -3 years' experience.
- Ability to give attention to detail.

Knowledge & Skills:

- The post requires adequate Transport Management technical knowledge.

Duties and Responsibilities:

Assist in the monitoring of appointed contractors on Bus Operating Contract in order to:

- Prepare a variety of internal reports and recommendations, and assist in the administration thereof.
- Identify and negotiate with affected operators their participation in the RRT as the system grows to include other areas.
- Assist in procurement and contract management.
- Administer the taxi industry data and transition process with provincial regulatory entity.
- Compiling monthly and quarterly reports.
- Evaluation of reports and recommendations regarding appointment of consultants, contractors and other services.
- Co-ordinate information by working together with the Marketing and Communications Department in updating relevant information and do regular research to ensure the identity and corporate image of the RRT/YARONA is enhanced.
- Analysing data base information.

3 B. CO-ORDINATOR – INTELLIGENT TRANSPORT SYSTEMS (REF: RRT - 3.B)

- **Salary:** R 570 997/a (An all – inclusive package on 3 years fixed term contract)

Requirements:

- National Diploma in Systems Engineering or Equivalent.
- Code EB driver's license.

Knowledge & Skills:

- The post requires adequate Transport Management technical knowledge.

Duties and Responsibilities:

- Develop and manage the entire transport sector in Rustenburg.
- Develop the sector plans for transport and manage the two sub-unit under the Unit

- To incorporate the existing transport operators – taxis and other bus operators onto the IPTN through information technology and fare collection systems.
- Manage the Bus contractor for schedule adherence, Intelligent transport management
- Control transport operations of all modes of transport in Rustenburg.
- Work with taxi industry, operators and facilitate problem resolution to the negotiations.
- Report to the Roads & Transport Director and Council regarding technical matters with a view of gaining their approval on recommendations or conveying important information and statistics.
- Evaluate reports and recommendations regarding appointments of consultants, contractors and other services.

3.C CO-ORDINATOR: DESIGN AND CONSTRUCTION (REF: 3C)

- **Salary:** R 570 997/a (An all – inclusive package on 3 years fixed term contract)

Requirements:

- National Diploma in Transport or Civil Engineering or equivalent
- Code EB driver's license.

Knowledge & Skills:

- The post requires adequate Transport Management technical knowledge.

Duties and Responsibilities:

- Develop and manage the entire transport sector in Rustenburg.
- Develop the sector plans for transport and manage the two sub-unit under the Unit
- Ensure stations are well managed and maintained to ensure cleanliness and up-keeping of infrastructure.
- Manage construction of any IPTN infrastructure that the Municipality intends to increase in future as Municipality grows.
- Reports to Transport, Roads & Stormwater Infrastructure Manager regarding the management, and improvement of public transport facilities including stations, bus lanes and the taxi rank.
- Compiling monthly and quarterly reports.
- Evaluate reports and recommendations regarding appointments of consultants, contractors and other services.
- Manage, monitor and evaluate the work of consultants by ensuring the adherence to the Service Level Agreements.

3.D CO-ORDINATOR: STAKEHOLDER LIAISON, MEDIA EVENTS (REF:3D)

- **Salary:** R 570 997/a (An all – inclusive package on 3 years fixed term contract)

Requirements:

- National Diploma in Marketing, Communications or Public Relations.
- Code EB driver's license.

Knowledge & Skills:

- The post requires adequate technical knowledge.
- Computer literacy (MS Word/ Excel/Power Point/ Ms Project).
- Human relations and communications skills
- Ability to work under pressure
- Ability to give attention to detail.

Duties and Responsibilities:

- Maintain ongoing communications plan and record, which highlights all communications activity undertaken or planned.
- Keep various stakeholders of the Roads & Transport project fully informed of progress and achievements (Stakeholder Engagement Session)
- Identify innovative communications solutions and co-ordinate information gathering and spreading across various stakeholders.
- Develop, update and maintain all press kits as well as media materials needed.
- Develop and implement creative, effective and fully coordinated communication strategies for both internal and external stakeholders using appropriate channels of communication and content specifically tailored to the needs of different groups.
- Updating relevant information and do regular research to ensure the identity and corporate image of YARONA is enhanced.
- Keep the YARONA website content updated and appropriate with all the Project information.
- Coordinate focused PR tasks and events with varied departments.
- Verify work of appointed contractors and demand compliance with specifications

4. OFFICE OF THE SPEAKER

4.A MANAGER: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (REF: MPAC 4.A)

Salary: R 1 317 315.00 (Total Cost to Company) Five Years Fixed Term Contract

Requirements:

- B – Degree in Public Administration and Management or B – Degree in Accounting or Auditing.
- 5 years' experience of which 3 years should be at middle management level.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) or attaining within eighteen (18) months from date of appointment the unit standards required for designated officials in terms of the 2007 Municipal Regulations on Competency Level.

Knowledge & Skills:

- Extensive knowledge of Municipal Governance and Administration in terms of Good Governance and Accountability.
- Knowledge of applicable legislation, rules and regulations relative to Municipal Governance.
- Change management skills.
- Leadership and management skills
- Good planning, analytical, negotiations and organisational skills.

- Proficiency of at least two (2) official languages of service of Rustenburg Local Municipality.
- Knowledge of all policies, procedures and strategies in line

Duties and Responsibilities:

- Ensure that MPAC reports are tabled in Council and track implementation of MPAC resolutions by Council.
- Administrate and monitor day to day performance of MPAC personnel
- Report to Municipal Manager, on administrative challenges and make recommendations on corrective action to be taken.
- Assist and support the Chairperson in terms of MPAC oversight role.
- Ensure authenticity of information entailed in administration reports and programme
- Develop and compile Items for consideration by MPAC committee.
- Analyse and process the Research Report from subordinates.
- Comply with the Municipal's Code of Conduct.
- Ensure that recommendations are developed to enhance effective oversight in pursuit of good governance and accountability.
- Play an active role in advancing MPAC Oversight interest at the level of Senior Management Committee level.
- Ensuring compliance with the Municipal Finance Management Act, Regulations, Procedures, Circulars and other applicable legislation.

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 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.

CLOSING DATE: 05 DECEMBER 2019

FOR OFFICE USE:

Directorate

Office of the Municipal Manager

Office of the Speaker

Budget and Treasury

Roads and Transport

Reference no. : 4/4/2/2

Vote number : O00001/IE00751/F1190/X115/R0333/001/270