



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 and please indicate the nature of their disability.

A. DIRECTORATE: ROADS AND TRANSPORT

1. DIRECTOR: ROADS AND TRANSPORT (Ref: A1) FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 38946, No. 40118 dated 4 July 2016 (i.e. Minimum R1 267 055, Midpoint R1 535 832 and Maximum R1 804 596 /annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- A Bachelor's degree in Transport Economics or transport Management
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007.
- Five years' experience at middle management level as programme/project manager.
- Registration with relevant professional body
- Computer literacy and a valid drivers licence.

Duties:

Manage and direct the RRT project office. Establish an effective structure and processes of the RRT project. Ensure compliance with all statutory requirements. Compile reports on the functioning of the RRT project. Implement effective capacity building programmes to enhance the professional and technical capacity of the RRT project office. Ensure effective planning and execution of RRT related projects whilst maximising on job creation opportunities. Ensure internal and external participation of all stakeholders in relation to the RRT project. Monitor the budget and expenditure on the RRT project.

Knowledge:

- Advanced knowledge and understanding and understanding of relevant policy and Legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegated powers
- Good governance
- Budget and finance management
- Ability to be an innovative and strategic leader
- Strategic leadership and Management, Governance, Ethics and values in Financial Management, stakeholders Relations and Supply Chain 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

B. OFFICE OF THE MUNICIPAL MANAGER

1. TECHNICIAN: PROJECT CO-ORDINATOR - PMU (REF: OMM – B1)

Salary: R326 076 – R 360 072 / a (Level 6) plus Transport Allowance Scheme

Requirements:

- National Diploma for Technicians in Civil Engineering plus 3 years applicable experience, plus valid driver's license.

Knowledge & Skills:

- Computer literacy, excellent communication and skills, a recognizable experience in MIG processes and procedures. Project Management skills will be an added advantage.

Duties:

- Main duties will include, but not limited to: delivering of technical support and evaluating proposed project in alignment with IDP and the regional / provincial growth development plans, project management labour intensive project in line with the EPWP framework and the related reporting requirements, arranging regular project progress meetings, ensuring compliance with all legal aspects / conditions, managing cash flows and committed project expenditure, verifying payment certificates and preparing monthly payment schedule documentation, maintenance of project performance data on a national basis (MIG Programmes), managing and assisting with other related municipal infrastructure projects and programmes.

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.

C. DIRECTORATE: BUDGET & TREASURY OFFICE

1. UNIT MANAGER: FINANCIAL MANAGEMENT (REF: BTO-C1)

Salary: R468 408 – R586 152 p/a (Level 2) plus Transport Allowance

Requirements:

- B.Comm. (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 are 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.

D. DIRECTORATE: PLANNING & HUMAN SETTLEMENT

1. ADMINISTRATOR: ESTATE ADMINISTRATION AND LAND SALES (REF: DPHS – D1)

Salary: R326 076 – R360 072 p/a (Level 6)

Requirements:

- Degree or diploma in Estates/ Property Administration

- 4years experience
- Code 08 driver's license
- Required to be fluent in English and at least two of the commonly spoken language within the municipality.

Knowledge & Skills:

- To be knowledgeable with Estates and land administration
- Leadership, achievement focus and concern for quality and order
- Analytical thinking and attention to detail
- Written and verbal communication with good report writing skill
- Contract management knowledge and skill

Duties:

- Facilitate the provision of land sales
- Facilitate the administration process for land leases
- Manage the registration of servitudes
- Liaise with conveyance and transferring attorneys
- Provide information to the public on general land related enquiries

E. DIRECTORATE: TECHNICAL & INFRASTRUCTURE SERVICES

1. MAINTENANCE OFFICER: SANITATION (REF: DTIS – E1)

Salary: R326 076 – R360 072 p/a (Level 6)

Requirements:

- National Diploma in Civil Engineering / N6 plus qualified artisan-plumbing trade certificate
- 3 years relevant experience
- Valid drivers license

Knowledge & Skills:

- Project Management Skills
- Good communication and conflict handling

Duties:

- Supervise all projects carried out in the section
- Meet internal units, ward councillors on complaints delivery of water or sewerage services
- Attend monthly technical meetings with water services providers
- Report challenges and achievements...how many complaints, breakdowns and staff

problems

- Monitor the capital and operational budget of the maintenance section to ensure effective and efficient functioning within budgetary constraints of Council
- Carry out site inspections and investigations on all construction and maintenance projects carried out
- Monitor Contractor/Service Provider performance against agreed terms and conditions through on-going interaction with site personnel, on-site inspections, etc.
- Evaluate project budgets and progress so that expenditure is in line with the municipality financial requirements and progress is in accordance with the required timeframes

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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. Senior managers are required to complete a senior managers application form available on the municipal website.
 3. 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.
 4. 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.
 5. Only hard copies will be accepted. No faxed or electronic applications will be accepted.
 6. 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 3514/ 3016.

CLOSING DATE: 03 MAY 2018

Notice number: 21/2018

Rustenburg Local Municipality: Unit: Human Resources, P O Box 16, Rustenburg, 0300. Tel: (014) 590 3514/3200. *““A world-class city where all communities enjoy a high quality of life”*



FOR OFFICE USE:

Directorate

Office of the Municipal Manager
Budget & Treasury Office
Planning & Human Settlement
Technical & Infrastructure Services

Reference no: 4/4/2/2

Vote number: 030/044/0101

PLACING

City Press: 15 April 2018

Rustenburg Herald: 12 April 2018