



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.

I. OFFICE OF THE MUNICIPAL MANAGER

I.1 INTERNAL AUDITOR (Ref: OMM-I1)

Salary: R407 532 – R428 160 per annum (Level 4).

Qualification Requirements: A recognised three- year tertiary qualification (National Diploma / B.Com) in Internal Auditing / Auditing, Financial Accounting. IAT qualification and studies towards CIA will be an added advantage. Minimum of 3 years' experience in an audit work environment. A valid driver's licence.

Knowledge & Skills: The ability to understand, interpret and apply relevant legislation, regulations, frameworks, standards and guidelines, Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act, National Treasury Internal Audit Framework Institute of Internal Auditors (IIA) International Standard for the Professional Practice of Internal Auditing (ISPPA), Generally Recognised Accounting Principles (GRAP).

Skills in the applications of audit methodology and execution of audit procedures in accordance with the approved strategic operational plan. Good interpersonal, written and verbal communication skills. Analytical skills, ability to work independently and under pressure. Presentation skills, facilitation skills, strong financial skills, audit skills.

Technical competency: Audit software experience. Proficient with Microsoft Office (MS-Word, MS Excel (at an advanced level of proficiency), MS PowerPoint, MS Outlook).

Duties: Perform audit in accordance with the audit methodology. Assist with audit planning and compilation of reports. Document fieldwork. Assist in ensuring effective and efficient audits. Keep time records. Assist in conducting assigned audit projects from initiation to issue of final

audit reports. Ensure that recommendations made are relevant, value adding, practical and supportable. Be involved in overall performance of audit procedures, including identifying and defining issues, developing criteria, reviewing and analysing evidence, and documenting client processes and procedures. Plan, develop and assist in executing comprehensive audit programmes, including performance, financial and compliance audits, in assigned area or as requested by Internal Audit Management. Maintain organisational professional ethical standards.

I.2. LEGAL ADVISOR (REF: OMM-I2)

Salary: R464 064 per annum (Level 3)

Qualification Requirements: Minimum Bachelor of Law Degree plus an appropriate advanced Diploma in Labour Law, LLB Degree will serve as an advantage, plus a minimum of 5 years' experience as a legal advisor especially in the Municipal environment of which 2 years should be at management level, previous work experience as a Legal Advisor within political environment, plus a valid driver's license.

Knowledge & Skills: Extensive practical knowledge of Municipal Legislation and Town Planning schemes. Exposure and specialization in any of the following disciplines: Labour Law, Traffic Legislation, Litigation, Contract Management & Supply Chain Management. Local Government and relevant legislation knowledge. Batho Pele principles. Planning and organizing skills. Communication skills (verbal and written). Computer literacy. Negotiation and Conflict Resolution skills. Documents handling skills. Interpersonal skills.

Duties:

1. Rendering professional legal advice to Council to ensure all actions/resolutions are complying with statutory requirements:
 - Preparing reports to Council, Mayoral Committee and Portfolio Committee for consideration.
 - Interacting with external legal advisors of Council and or other external legal advisors with regard to any legal matter.
 - Assist Directorates in the interpretation of any legal documents on legal implications and make recommendations and or comments, (verbal and or written)
 - Representing the Council in all CCMA, Bargaining Council matters, and or any tribunal.
 - Provide legal advice or comments on reports that has to be tabled before Portfolio Committee, LLF, Mayoral Committee and Council.
 - Assist Directorates in the promulgation and reviewal of by laws, and policies.

- Assist Directorates in the drafting and reviewal of agreements that have been concluded with the Council.
- Ensuring that legal processes are timeously attended to including service of summons or applications, affidavits, conclusion of settlement agreement as well as attendance of court hearings.

II. OFFICE OF THE SPEAKER

I.1. MANAGER: MPAC (REF: OS-I1)

Salary: 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 Speaker.

Qualification Requirements: Bachelors Degree in Public Administration. 3-5 years applicable experience in Local Government. Ability to maintain high confidentiality with the Political Leadership of the Municipality, plus a valid Driver's License.

Knowledge & Skills: Extensive knowledge of Municipal Governance and Administration in terms of Good Governance and Accountability. Thorough knowledge of applicable legislation, rules and regulations relative to Municipal Governance.

Duties: Ensure that MPAC reports are tabled in Council and track implementation of MPAC resolution by council. Administrate and monitor policy development, implementation, monitoring and reviewal process. Ensure authenticity of information entailed in administrative reports and programmes. Develop and compile Items for consideration by MPAC committee. Manage Research systems and methods as required by the Municipality. To ensure all reports are submitted timeously to the Municipal Manager. Ensuring compliance with the Municipal Finance Management Act and other applicable legislation. Manages, coordinates and facilitates inclusive Stakeholder, Public participation process on issues related to oversight on performance of the Rustenburg Local Municipality.

I.2. LEGAL ADVISOR (MPAC) (REF: OMM-I2) REF: OS I2)

Salary: R464 064 per annum (Level 3)

Qualification Requirements: Minimum Bachelor of Law Degree plus an appropriate advanced Diploma in Labour Law, LLB Degree will serve as an advantage, plus a minimum of 5 years' experience as a legal advisor especially in the Municipal environment of which 2 years should be at management level,

previous work experience as a Legal Advisor within political environment, plus a valid driver's license.

Knowledge & Skills:

Extensive practical knowledge of Municipal Legislation and Town Planning schemes. Exposure and specialization in any of the following disciplines: Labour Law, Traffic Legislation, Litigation, Contract Management & Supply Chain Management. Local Government and relevant legislation knowledge. Batho Pele principles. Planning and organizing skills. Communication skills (verbal and written). Computer literacy. Negotiation and Conflict Resolution skills. Documents handling skills. Interpersonal skills.

Duties:

2. Rendering professional legal advice to Council to ensure all actions/resolutions are complying with statutory requirements:
 - Preparing reports to Council, Mayoral Committee and Portfolio Committee for consideration.
 - Interacting with external legal advisors of Council and or other external legal advisors with regard to any legal matter.
 - Assist Directorates in the interpretation of any legal documents on legal implications and make recommendations and or comments, (verbal and or written)
 - Representing the Council in all CCMA, Bargaining Council matters, and or any tribunal.
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 - Assist Directorates in the promulgation and reviewal of by laws, and policies.
 - Assist Directorates in the drafting and reviewal of agreements that have been concluded with the Council.
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III. DIRECTORATE: CORPORATE SUPPORT SERVICES

**I.1 SYSTEMS ANALYST AND COORDINATOR: INFORMATION TECHNOLOGY
(REF: DCS-I1)**

Salary:

R407 532 – R428 160 per annum (Level 4) plus transport allowance.

Qualification Requirements:

Diploma in Information Technology. Minimum of 5 years I.T experience of which 3 years should be at Senior Technician lead Level.

Knowledge & Skills:

Project management skills, knowledge of ERP systems. Computer literacy particularly in project management specialist software. Ability to work under pressure, accurately and set and meet deadlines timeously. People

skills. The incumbent must have the ability to work independently, be open to criticism, have assessment and auditing skills, be analytically orientated, have organizing and communication skills, interpret and implement legislation.

Duties:

Providing technical knowledge and leadership in the specific applications support activities covered by the team. Execute necessary technical training, awareness and experience levels are maintained within the team relevant to the applications being supported and processes being used. Implement operational models that will ensure optimal use of resources and the appropriate level of performance. Providing input into the configuration data required to manage and track applications effectively.

You are invited to submit a comprehensive CV to the Directorate: Corporate Support Services, P. O. Box 16, Rustenburg, 0300 or hand deliveries can be dropped off at Reception of Rustenburg Local Municipality (Main Building) Cnr Nelson Mandela & Beyers Naude Drive, Rustenburg

Please mark your envelope “**VACANCY**” and please note that NO application without certified copies of qualification certificates and other relevant documents will be considered.

Any further telephonic enquiries should be directed to the Directorate Corporate Support Services, at telephone number (014) 590 3016 (Kagiso Mabale) / (014) 590 3514 Katlego Mako

The Rustenburg Local Municipality as an employer applies employment equity and equal opportunities.

CLOSING DATE: 26 June 2018

Notice number: 40/2018

FOR OFFICE USE:

Directorate / s

Office of the Municipal Manager
Office of the Speaker
Corporate Support Services

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

PLACING

Rustenburg Herald: 07 June 2018
City Press: 03 June 2018