



RUSTENBURG LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

The Rustenburg Local Municipality seeks to fill the following vacancies:

1. DIRECTORATE: CORPORATE SUPPORT SERVICES

1.1 DIRECTOR – CORPORATE SUPPORT SERVICES (REF: DCS-1.1) RE-ADVERT (PREVIOUS APPLICANTS NEED NOT APPLY FOR THIS POSITION)

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:

- Bachelors Degree in Management Science / Law from a recognised tertiary institution.
- Post-graduation qualification in the relevant field will be an added advantage.
- Minimum competency achievement.
- 5 years' experience at middle management level and have proven successful institution transformation within public or private sector.
- Proven track record of managing functions relating to Corporate Support Services.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (**CPMD**) in line with the minimum regulations on competency level of 2007 (or eighteen (18) months to complete
- Have proven successful management experience in Administration.
- Understanding of Municipal Systems Act, Municipal Structures Act and Municipal Finance Management Act.
- Willingness and readiness to work long hours and under pressure

Knowledge & Skills

- Good knowledge and understanding of relevant policy and legislation governing Local Government.
- Good knowledge and understanding of institutional governance systems and performance management.

Rustenburg Local Municipality: Unit: Human Resources, P O Box 16, Rustenburg, 0300. Tel: (014) 590 3039/3200. *““A world-class city where all communities enjoy a high quality of life”*



- Good knowledge of corporate support services, including
 - Human Capital management
 - Information communication technology and
 - Council support;
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 2000 (Act No. 5 2000);
- Good governance;
- Labour Relations Act, and other labour related prescripts,
- Legal background and human capital management
- Knowledge of coordination and oversight of all specialised support functions.
- Good analytical, interpersonal relation skills
- Excellent leadership and management skills Chains

Duties:

As the Director of Corporate Support Services, the incumbent will take responsibility for the overall performance in the following areas:

- Providing strategic leadership in the Corporate Support Services Directorate of the Municipality, which includes human resource management and administrative services.
- Ensuring policy development, research and compliance.
- Overseeing HR policy development implementation and review.
- Overseeing the provision of support to other departments in relation to Corporate Support Services including Human Resource services administration and fleet management
- Developing and monitoring systems, procedures and processes to ensure correct working operations and practices.
- Providing committee/ secretariat support to Council and its Committees.
- Coordinating Portfolio Committee meetings and business processes.
- Undertaking overall administration of Council records and archiving to ensure compliance with regulatory frameworks.
- Developing and implementing the departmental SDBIP.
- Compiling, implementing, monitoring and reporting on the departmental budget.
- Giving inputs and support towards preparation of IDP to ensure alignment and efficient performance.
- Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality.
- Performing any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities.

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. DIRECTORATE: BUDGET & TREASURY

2.1 CHIEF FINANCIAL OFFICER (Ref: BTO 2.1)

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

- B degree in Commerce/Accounting/Financial Management equivalent to NQF level 07 qualification.
- Minimum of 7 years' experience at senior and middle management levels of which at least 2 years must be at senior management level in Finance, preferably within local government environment.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007.
- Computer literacy covering all applications.
- A valid driver's licence.
- The need to undergo security vetting
- **NO** criminal record.

KNOWLEDGE

- Advanced knowledge and understanding of relevant policy legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegated powers
- Good governance
- Audit and Risk Management establishment and functionality
- Budget and finance management
- Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No:5 of 2000)
- Ability to prove strategic, visionary and innovative leadership.
- An in-depth practical knowledge and understanding of the MFMA, GRAP, GAMAP, DORA, Treasury regulations, Municipal policies and By-laws as well as other laws and regulating governing the municipality.
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

KEY PERFORMANCE AREAS:

- Provides strategic financial management direction, advice, and leadership to the Budget and Treasury Directorate and the Local Municipality.

- Ensure the provision of an effective financial management service by implementing and maintaining an effective Financial Management Service inclusive of policies, procedures, standards, practices, anti-corruption measures and an effective accounting service within the Municipality.
- Provides strategic direction to the financial planning and budgeting process within the Municipality and ensure that the strategic plan is consistent with the MTREF, MFMA and Treasury Regulations.
- Ensure effective revenue collection systems that are consistent with the Municipal Systems Act and an effective system of expenditure management.
- Supports the Accounting Officer and other Senior Managers in the execution of their functions.
- Oversee and lead the budgeting process in compliance with National Treasury guidelines and to monitor the utilisation of budgets within the organisation.

2.2 SECTION MANAGER – BILLING (METERED SERVICES) (Ref: BTO 2.2)

Salary: R397 548 – R 464 064 / a

Qualification requirements: B.Com (Accounting or related field) with a minimum of 4years experience of which 2 years should be at managerial level in the related to financial management in a Local Government or Municipal environment. The candidate must have knowledge and understanding of MFMA as well as local government financial systems, procedure and policies.

Knowledge & Skills: Knowledge of billing policies and procedure manuals. Municipal Systems Acts. Knowledge of property value chain and revenue collection.

Duties: Managing the billing value chain for municipal services i.e water & electricity. Manages the daily activities of unmetered services to ensure that data is correctly and timeously available for billing. Update all legislation revisions of metered services. Check that all tariffs are applied correctly for billing into the financial system.

2.3 SECTION MANAGER – CREDIT CONTROL (Ref: BTO 2.3)

Salary: R 397 548 – R464 064 /annum

Qualification Requirements: BCom (Accounting or related field) with a minimum of 4years experience of which 2 years should be at managerial level in the related to financial management in a Local Government or Municipal environment. The

candidate must have knowledge and understanding of MFMA as well as local government financial systems, procedure and policies.

Knowledge & Skills: Debt collection policies. Communication and interpersonal skills.

Duties: Main duties will include, but not limited to: management and administering of the section responsible for debt collection, credit control and client services, managing indigent register, implementation of the credit control, write off and debt collection policy and other related legislation. Manage Revenue Collected and Reconciliation. Ensure implementation and maintenance of proper internal control.

2.4 ACCOUNTANT: EXPENDITURE (Ref: 2.4)

Salary: R303 720 – R335 388 / a (Level 6), plus a scarce skills allowance of R1500.30 / m for applicants with required qualifications plus 4 years' experience as an Accountant in Local Government.

Qualification Requirements: B-Com with Accounting or equivalent plus 4 years municipal finance experience, whereof 2 years in a supervisory capacity.

Knowledge & Skills: Municipal accounting plus computer literacy. In depth knowledge of contract payments, SCM processes and project management procedures.

Duties & responsibilities: Duties will include but are not limited to approval of captured invoices, ensuring compliance, reporting on expenditure related items, implementation of cost containment strategies.

2.5 UNIT MANAGER: REVENUE MANAGEMENT (Ref: BTO 2.5)

Salary: R 468 408 – R586 152 / a plus transport Allowance

Qualification Requirements: B.Com (Accounting) or equivalent plus 4 years' experience at senior management level, whereof 3 years

must be supervisory / management experience, plus valid driver's licence

Knowledge & Skills:

Computer literacy, clear understanding of revenue management

Duties:

Main duties will include but are not limited to: responsible for the implementation and management of credit control and revenue collection functions, ensure compliance with all relevant legislation, apply general recognized account practice and comply to international accounting standards, ensure maintenance of proper internal control and solve all matters raised by external and internal auditors.

2.6 CHIEF ACCOUNTANT: BILLING (Ref: BTO 2.6)

Salary:

R407 532 – R 428 160 / a (Level 4)

Qualification requirements:

A BCom in Accounting or relevant required experience of which at least 3 years must have been at Senior Management level and at 3 years at any level in a role related to financial billing , or 6 years at any level in a role related to a position of billing management, and the required competency level in Unit Standards, in accordance with Government Gazette No 29658 of 23/02/2007.

Knowledge & Skills:

Knowledge of GAAP and / or GRAP, computerised financial system, budgeting and billing. Basic knowledge of auditing principles, contractual management skills, verbal and written communication skills.

Duties:

Main duties will include but not limited to: Monthly billing, balancing of controls and monthly statistics to the Portfolio Committee.

2 . OFFICE OF THE MUNICIPAL MANAGER:

2.1 EXECUTIVE SECRETARY (Ref: OMM 2.1)

Salary:

R326 076 – R 360 072 / a (Leve 6)

Qualification requirements:

Grade 12 plus a Secretarial Diploma plus 3-4 years' experience. The following will be an added advantage: tertiary qualification as well as experience in the Municipal environment.

Knowledge & Skills: Computer literacy, knowledge of protocol, typing, filling, telephone etiquette, plus communication and administrative skills.

Duties: Main duties will include but not limited to making , receiving, scrutinizing and diverting all telephone calls. Interacting with staff and the public. Keep the Municipal Manager's diary.

2.2 ADMINISTRATIVE OFFICER (Ref: OMM 2.2)

Salary: R295 344 – R 326 076 /a (Level 7)

Qualification requirements: Grade 12, plus Diploma or applicable administrative qualifications, plus 3 years applicable experience, plus a valid driver's license.

Knowledge & Skills: Computer literacy including Microsoft Word, Excel, Publishers, PowerPoint, strong office administrative skills, excellent typing skills, telephone etiquette and knowledge of record keeping.

Duties: Provide leadership and guidance to staff, supervise staff and delegate responsibilities, consolidate monthly reports, facilitation of items, packaging the Municipal Managers items, and Portfolio of Evidence, take corrective action when required, ensure proper records are maintained and give secretarial support.

3. DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

3.1 ELECTRICIAN (Ref: DTIS 3.1)

Salary: R 219 312 – R 254 436 / a (Level 9)

Qualification Requirements: N3 plus Trade Test Certificate (qualified Electrician)
Code 10 drivers licence plus PDP.
Electrical maintenance / construction experience
Be able to work standby and dispersed working hours may apply.

Duties and responsibilities: Oversee maintenance of electrical panels and general electrical work.

3.2 TECHNICIAN (TEST & INSTRUMENTATION) (Ref: DTIS 3.2)

Salary: R 295 44 – R 326 076 / 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.DIRECTORATE: COMMUNITY DEVELOPMENT

4.1 FOREMAN – WASTE MANAGEMENT (DOMESTIC AND CBD) (Ref: DCD 4.1)

Salary: R295 344 – R 326 076 /a (Level 7)

Qualification Requirements: Grade 12 with Code 08 Drivers license plus 2 years' experience. National Diploma in Environmental health / Diploma in Environmental Management / environmental Science.

Knowledge & Skills: Computer literacy, Supervisory / Personnel Management Skills, Planning and Organising skills, conflict resolution plus knowledge of Environmental Legislation.

Duties: Main duties will include, but not limited to: supervise the removal of refused at residential and business premises. Plan refuse removal schedule and daily work to be done. Develop collection route and collection fleet. Comment on building plans and town planning. Participate in law enforcement, education and awareness. Monitor and verify time and log sheets.

4.2 FOREMAN – WASTE MANAGEMENT (GARDEN SITES AND SKIP RENTALS) (Ref: DCD4.2)

Salary: R295 344 – R 326 076 /a (Level 7)

Qualification Requirements: Grade 12 with Code 08 Drivers license plus 2 years' experience. National Diploma in Environmental health / Diploma in Environmental Management / environmental Science.

Knowledge & Skills: Computer literacy, Supervisory / Personnel Management Skills, Planning and Organising skills, conflict resolution plus knowledge of Environmental Legislation.

Duties: Main duties will include, but not limited to coordinate the mini dumping and skip rentals section in order to ensure the provision dumping sites in the municipality in

compliance with the legislative and council requirements. Deal with public enquiries and complaints regarding dumping and skip rentals to ensure service standards are met. Manage the utilization of containers to ensure continuous and improved services. Arrange for the proper repair and maintenance of containers. Monitor and verify time and log sheets.

5. OFFICE OF THE EXECUTIVE MAYOR

5.1 UNIT MANAGER: COMMUNICATIONS (Ref: OEM 5.1)

Salary: R468 408 – R 586 152 / a (Level 2) Plus Transport Allowance.

Qualification requirements: Gr 12 with a Degree in Communication and a valid driver's license.

Knowledge & Skills: Good leadership and managerial skills, excellent communication skills. Good presentation and report writing skills, Design of communication structures and monitor and manage all communications.

Duties and responsibilities: Develop and execute solid media marketing strategy, uploading and management of website content, establish and develop communication policies and strategies. Reporting on internal and external communication effectiveness.

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.

Please note that NO application without certified copies of qualification certificate and other relevant documents will be considered. Successful candidate will be subjected to security clearance and criminal record and qualification verification.

You are invited to submit a comprehensive CV quoting the relevant reference number to the to: Directorate: Corporate Support Services, P. O. Box 16, Rustenburg, 0300.

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 / Katlego Mako (014) 590 3514.

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Preference will be given to applicants in line with the approved Employment Equity Plan of the Rustenburg Local Municipality. Asians, Coloureds, Whites and disabled people are also advised to apply for the positions.

All positions will be subjected to security clearance and criminal record and qualification verification.

CLOSING DATE: 06 JUNE 2018

Notice number: 35 /2018

FOR OFFICE USE:

Directorate / s

Budget & Treasury Office
Corporate Support Services
Technical & Infrastructure Services
Office of the Executive Mayor
Community Development

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

PLACING

City Press: 13 May 2018
Rustenburg Herald: 17 May 2018