



RUSTENBURG LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

The Rustenburg Local Municipality seeks to fill the following vacancies:

1. OFFICE OF THE EXECUTIVE MANAGER

1A. UNIT MANAGER: MONITORING AND EVALUATION (REFERENCE: OEM-1A)

Salary: R 501 192 – R627 180 /a (Level 2) plus transport allowance

Qualification Requirements: Gr.12 plus a B-Degree in Public Administration / Financial Management and Business Administration or relevant B-Degree plus 3 years experience in Strategy development and planning within a municipal environment and Monitoring and Evaluation of the Integrated Development Plan, Strategic Planning and a valid Driver's licence.

Knowledge & Skills: Understanding of various performance monitoring models, knowledge in programming and project management, presentation skills and analytical abilities, able to make decisions independently and within the allowed legal frameworks, management of subordinate staff.

Duties: Co-ordinate, monitor and control processes and procedures, associated with the formulation of the municipality's Performance Systems, Turnaround Strategy and Program, assess the state of development in Rustenburg through annual household surveys.

2.OFFICE OF THE MUNICIPAL MANAGER

B.1 CENTRE MANAGER: REGIONAL COMMUNITY CENTRE (MARIKANA) - (REF: B.1)

Salary: R 234 660 – R 272 244/a (Level 9)

Qualification requirements: Grade 12 plus applicable tertiary qualification plus 2 years' applicable experience plus valid drivers' license.

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Knowledge & Skills: Knowledge of local government legislation, computer literacy, Understanding of PMS, administrative and managerial skills, extensive knowledge of area and community concerned.

Duties: Main duties will include, but are limited to: management, planning and administrative support to the Centre, assist Community on applicable legal assets, administer and manage RCC housing, estate and assets supervising of staff members at the Centre.

B.2 HELP DESK OPERATOR: REGIONAL COMMUNITY CENTRE (MARIKANA) – (REF: B.2)

Salary: R 137 424 – R 150 336/a (Level 13)

Knowledge & Skills: Help Desk Operators function as the first contact between community members and the municipality, and as such need to have reception skills, be computer literate, have knowledge of office management, be able to provide high level customer service and provide correct and speedy information.

Duties: Main duties will include, but are not limited to: operate telephone switchboard, deal with enquiries, provide information, plus clerical and administrative duties.

B.3 GENERALIST WORKER: REGIONAL COMMUNITY CENTRE (MARIKANA) – (REF: B.3)

Salary: R 107 004 – R 115 524 / a (Level 16)

Qualification requirements: Grade 8

Knowledge & Skills: Good communication and interpersonal skills plus ability to carry out instructions.

Duties: Main duties will include but are not limited to: cleaning of main offices.

3. DIRECTORATE: CORPORATE SUPPORT SERVICES

3A. DIRECTOR – CORPORATE SUPPORT SERVICES (REF: DCS-3A)

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.
- 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:

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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

4. DIRECTORATE: BUDGET AND TREASURY

4A. CHIEF FINANCIAL OFFICER (REF: BTO 4A)

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 year's 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

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.

4B. SECTION MANAGER: SUPPLY CHAIN MANAGEMENT (REF: BTO4B)

<u>Salary:</u>	R425 376 - R496 548 /a (Level 3)
<u>Qualification Requirements:</u>	B.Com in Accounting plus a minimum of 6 years experience of which atleast 3 years must be at middle management level and at least 3 years at any level in a role related to financial management or 6 years at any level in a role related to a position of financial management, and the required competency level in Unit Standards, in accordance with Government Gazette no 29658 of 23/02/2007.
<u>Knowledge & Skills:</u>	Implementation of all Supply Chain Management legislation and policies, time management and planning.
<u>Duties and Responsibilities:</u>	Main duties will include, but not limited to: oversee the whole Supply Chain Management process in total, timeous submission of SCM reports to identified stakeholders, develop internal controls in relation to Supply Chain Management process, assist in the complication of Bid Documents, authorise procurement processes in the SCM Sections, assist in the evaluation of tenders by participating in Bid Committees as and when delegated.

5. DIRECTORATE: PUBLIC SAFETY

5.A TRAFFIC OFFICER: (REF: DPS 5A)

<u>Salary:</u>	R 172 008 – R 308 160 /a (Level 11 - 8)
<u>Qualification Requirements:</u>	Gr 12, plus Diploma for Traffic Officers (TPA Diploma), Plus applicable 2 years experience, plus a valid driver's licence. National Diploma in Metro Police and Traffic obtained from tertiary institution will be an added advantage.
<u>Knowledge & Skills:</u>	Knowledge of relevant legislations: National Road Traffic Act; National Land Transport Act; Municipal by-laws and other legislations relevant to the municipality. Section 20 (3) of the Employment Equity Act no.55 of 1998 will be applicable.

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Duties and Responsibilities: Traffic Law Enforcement. Road safety, by-law enforcement, social crime prevention and any other duties as determined by the municipality.

5.B FIRE FIGHTER (REF: DPS 5.B)

Salary: R 172 008 – R 223 740 /a (Level 11-10)

Qualification requirements: Grade 12 with National Fire Prevention Association. Fire Fighter 1 (NFPA1001) and Hazardous Materials for the first Responder Awareness Level (NFPA472), and BAC, plus 2 years applicable experience, plus valid code C Driver's License.

Knowledge & Skills: Ability to communicate fluently, ability to drive heavy duty vehicles and loyalty at all times. Ability to swim will serve as an added advantage.

Duties: Maintain all rescue equipment in a functional working order. Attending to fire and rescue situations. Handle all identified emergencies/incidents according to the set standard operating procedures and SOGs. Deal with bomb alerts presented to the department. Give presentations to schools and other community groups on safety.

5.C CASHIER/CLERICAL ASSISTANT: LICENCING - (REF5.C) (MARIKANA STATION)

Salary: R 137 424 – R191 736/a (Level 13 -11)

Qualification requirements: Grade 12

Knowledge & Skills: Computer literacy, e-Natis certificate will be an advantage, client orientated, communication skills and administration skills.

5.D GENERALIST WORKER: (REF: 5.D) MARIKANA STATION

Salary: R 107 004 – R 115 524 / a (Level 16)

Qualification requirements: Grade 8

Knowledge & Skills: Good communication and interpersonal skills plus ability to carry out instructions.

Duties: Main duties will include but are not limited to: cleaning of main offices.

6. DIRECTORATE: ROADS & TRANSPORT

6.A COORDINATOR: STAKEHOLDER LIASON, MEDIA/EVENT (REF: RT 6.A)

Salary: R 536 147 /a (An all-inclusive package on a 3 year fixed term contract)

Qualification Requirements: B-Com Communications or Public Administration. Code EB drivers licence. 2 -3 year's experience.

Knowledge & Skills: Computer literacy (MS Word, Excel, PowerPoint and MS Project. Managerial and supervisory skills. Human relations and communication skills. Ability to give attention to detail and be able to work under pressure and be able to handle conflict.

Duties and responsibilities: To manage the overall communication on the project – working with all stakeholders, media and public, as well as internal government stakeholders. Management of social media, website, public participation etc. Keep various stakeholders of the Roads & Transport project fully informed of progress and achievements. (Stakeholders Engagement Session). To ensure there is communication between the communities, Ward Councillors to uphold the municipality's corporate images.

6.B COORDINATOR: DESIGN AND CONSTRUCTION (REF: RT6.B)

Salary: R536 147 / a (An all-inclusive package on 3 years fixed term contract)

Qualification Requirements: National Diploma in Civil Engineering or related. Registered with Engineering Council of SA. Code EB Drivers licence. 2 – 3 years experience.

Knowledge & Skills: Computer literacy (MS Word, Excel, PowerPoint and MS Project. Managerial and supervisory skills. Human relations and communication skills. Ability to give attention to detail and be able to work under pressure and be able to handle conflict.

Duties and responsibilities: Assist in the maintenance of other public transport infrastructure including IPTN stations and Buys ways in order to: ensure stations are well managed and maintained to ensure cleanliness and up-keeping of infrastructure. Manage, monitor and evaluate the work of consultants by ensuring the adherence of the Service Level Agreements. Compile monthly and quarterly reports.

Evaluation of reports and recommendation regarding appointments of consultants and other services.

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. The successful will be required to enter into performance agreement.

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.

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.

No faxed or emailed applications will be accepted.

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.

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

You are invited to submit a comprehensive CV quoting the relevant reference number to the Directorate: Corporate Support Services, P. O. Box 16, Rustenburg, 0300. Hand deliveries to be handed in at the Reception of Rustenburg Local Municipality (Missionary Mpheni House) Cnr Nelson Mandela & Beyers Naude Drive, Rustenburg

Mark your envelope: **'VACANCY'**

Any further telephonic enquiries should be directed to the Directorate Corporate Support Services, at telephone number (014) 590 3016 / 3200 / 3514.

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: 08 NOVEMBER 2018

Notice number: 83/2018

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FOR OFFICE USE:

Directorate / s

Office of the Executive Mayor
Budget & Treasury Office
Corporate Support Services
Public Safety
Roads & Transport

Reference no. : 4/4/2/2
Vote number : 030/044/0100

PLACING

City Press : 21 October 2018
Rustenburg Herald : 24 October 2018