



**THABAZIMBI LOCAL MUNICIPALITY**

**PRIVATE BAG X530  
THABAZIMBI  
0380**

**Tel.: 014 777 1525 / Fax: 014 777 1531**

Thabazimbi Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable, qualified and experienced persons for appointment to the under mentioned post.

This Top Manager, reporting directly to the Municipal Manager, will act as Head of his/her Department and will be appointed in terms of **Sections 56 and 57 of the Municipal Systems Act, 2000.**

<b><u>NEW ADVERTISEMENT</u></b>	
<b>MANAGER PLANNING AND ECONOMIC DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>• <b>Fixed term contract (5 years) An all-inclusive annual remuneration package as per Local Government Gazette 40117 dated 1 July 2016: Upper limit of total remuneration packages payable to Managers directly accountable to Municipal Managers. Minimum: R768 305.00; Midpoint: R878 063.00 or Maximum: R987 820.00.</b></li> </ul>	
<b>YEARS OF EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 5 years relevant experience at a senior management level and proven successful Professional Developmental / Town and Regional Planning experiences.</li> </ul>
<b>MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Bachelor of Science Degree in Building Science/Architect/ Bachelor Degree in Town and Regional Planning or Development studies or equivalent. MFMA / CPMD; Project Management Certificate of Diploma; Registration as a Professional Planner in accordance with the Planning Professions Act, 2000; Proven successful professional Development/ Town and Regional Planning experience will be an added advantage.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good Knowledge and Understanding of relevant policies and local government legislations</li> <li>• Good understanding of governance systems and performance management</li> <li>• Good knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)</li> <li>• Knowledge of GIS and spatial, town and development planning</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>• Development Planning, LED, Institutional PMS, Land use Management and Planning Human Settlement; Administration and development of Spatial Development Framework and related Town Planning functions; Develop and maintain GIS; Formulation of development policies, strategies and action plans; Formulate, develop and implement economic development policy and LED strategies; Stimulate local economy by promoting job creation, investment and the development of SMME's; Land use Management, Development Planning, marketing, and tourism.</li> </ul>
<b><u>RE-ADVERTISEMENT</u></b>	
<b>MANAGER CORPORATE SERVICES</b>	
Fixed term contract (5 years).	
<ul style="list-style-type: none"> <li>• <b>An all-inclusive annual remuneration package as per Local Government Gazette 40117 dated 1 July 2016: Upper limit of total remuneration packages payable to Managers directly accountable to Municipal Managers. Minimum: R768 305.00; Midpoint: R878 063.00 or Maximum: R987 820.00.</b></li> </ul>	
<b>YEARS OF EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 5 years relevant experience at a senior management level and have proven successful management experience in administration.</li> </ul>
<b>MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Bachelor Degree in Public Administration/Management Sciences/Law or equivalent. MFMA / CPMD will be an added advantage.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of corporate support services, including: Human capital management; Legal services; Facilities 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 of 2000); Good governance; Labour Relations Act, and other labour-related prescripts; Legal background and human capital management; and knowledge of coordination and oversight of all specialised support functions.</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>• Human Resource Management (Personnel planning, provisioning, training, development, labour relations management and organizational development); Human Resource management; Organizational development; Employee Assistance program</li> <li>• Administration and Archives</li> </ul>
<b><u>RE-ADVERTISEMENT</u></b>	
<b>CHIEF FINANCIAL OFFICER</b>	
Fixed term contract (5 years)	
<ul style="list-style-type: none"> <li>• <b>An all-inclusive annual remuneration package as per Local Government Gazette 40117 dated 1 July 2016: Upper limit of total remuneration packages payable to Managers directly accountable to Municipal Managers. Minimum: R768 305.00; Midpoint: R878 063.00 or Maximum: R987 820.00.</b></li> </ul>	
<b>YEARS OF EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 5 years relevant experience at a middle management level</li> <li>• At least five years' experience in finance management in Local Government or similar environment. MFMA / CPMD; Chartered Accountant and registration with a relevant professional body will be an added advantage.</li> </ul>
<b>MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• Bachelor degree in Accounting; Finance or Economics.</li> </ul>
<b>ADDITIONAL</b>	<ul style="list-style-type: none"> <li>• Advanced knowledge and understanding of institutional governance system and performance</li> </ul>

<b>REQUIREMENTS</b>	management; Advanced understanding of council operations and financial delegations; Advanced leadership skills, such as excellent interpersonal skills, managerial skills, strategic focus and ability to review concept holistically; Ability to work under pressure; Good Knowledge and Understanding of relevant policies; Good understanding of governance systems and performance management; Good knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act, 2000; Excellent communication and negotiating skills at all levels of government; Skilled in conflict resolution, problem solving and ability to be decisive; Good interpersonal and communication (written and verbal) skills; Sound knowledge and understanding of computer packages (MS Word, Excel, PowerPoint and Outlook, Munsoft will be an added advantage)
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>As contained in section 81 of the MFMA, including but not limited to: Provision of strategic financial management direction, advice, and leadership to the budget and treasury, revenue, expenditure and supply chain management functions; Provision of an effective financial management system inclusive of policies, procedures, financial operating standards, practices, anti-corruption measures and an effective accounting system within the municipality; Provision of strategic direction to the financial planning and budgeting process within the municipality and ensure that strategies are consistent with the Constitution, MFMA, Treasury Regulations, annual Division of Revenue Act and other legislation; Ensuring that effective revenue collection systems that are consistent with the Municipal Systems Act and Municipal Property Rates Act are in place, including effective system of expenditure management; Compilation of financial statements and application of efficient and effective control systems; Support the mayor, accounting officer and other senior managers in the execution of their functions in terms of the MFMA; Overall responsibility for the implementation of efficient, effective and economic financial systems in the municipality; Responsible for budget preparation, financial reporting, cash management, debt management, asset management and other duties as delegated in terms of MFMA and also as delegated by Accounting Officer; Ensure development and implementation of strategies and programmes that will ensure efficient and sustainable financial performance of the municipality; Ensure implementation of Generally Recognized Accounting Practices (GRAP); Ensure implementation of Municipal Standard Chart of Accounts (MSCOA).</li> </ul>
<b>RE-ADVERTISEMENT</b> <b>MANAGER TECHNICAL SERVICES</b> Fixed term contract (5 years) <ul style="list-style-type: none"> <li><b>An all-inclusive annual remuneration package as per Local Government Gazette 40117 dated 1 July 2016: Upper limit of total remuneration packages payable to Managers directly accountable to Municipal Managers. Minimum: R768 305.00; Midpoint: R878 063.00 or Maximum: R987 820.00.</b></li> </ul>	
<b>YEARS OF EXPERIENCE</b>	<ul style="list-style-type: none"> <li>5 years relevant experience at a senior management level as program/project manager and engineering management of which 3-4 years must be at professional / management level engineering management experience.</li> </ul>
<b>MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>Bachelor of Science Degree in Engineering / BTECH: Engineering; or equivalent. Certificate of competency as required in terms of the General Machinery Regulations 1988; or Registration with a recognised relevant engineering professional body. MFMA / CPMD competencies will be an advantage.</li> </ul>
<b>ADDITIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Focus areas: Civil Engineering Services. Streets and Storm Water, Water and Sewerage, Waste Management, Electro-Technical Services, Project Management, Infrastructure and Development Planning, Roads, Transport Engineering, Storm Water, Solid Waste Management, Strategic Management.</li> <li>Compliance with the MFMA competencies as per Government Notice 21 of Local Government Gazette 37245.</li> <li>Registration with the engineering Council of South Africa (ECSA) as Pr Eng. in terms of Engineering Profession of South Africa Act, 46 of 2000.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good Knowledge and Understanding of relevant policies and legislations;</li> <li>Good understanding of governance systems and performance management</li> <li>Must be able to formulate engineering master planning, project management and implementation; and Must have extensive knowledge of the public office environment</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>Manage complex civil structures projects from conceptualisation, design contract management, quality assurance and compliance and ensure their proper integration to the municipality's overall plan (IDP).</li> <li>Perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the department within the budgetary constraints of the Municipality.</li> <li>Manage all infrastructure-related grant funding allocated to the Municipality.</li> <li>Provide professionally advisory to the municipality on project conceptualisation, design project management and implementation.</li> <li>Oversee the management of all equipment and capital resources to ensure accountability by the department.</li> <li>Manage all department's contracts and tenders according to the approval SLA's terms of reference, letter of appointment and contracted project time lines and as per project brief.</li> <li>Responsible to ensure proper infrastructure development and planning, project management and administration.</li> <li>Ensure diligent execution of municipal functions and management of the department in accordance with applicable legislation.</li> </ul>

**RE-ADVERTISEMENT  
MANAGER COMMUNITY SERVICES**

Fixed term contract (5 years)

- **An all-inclusive annual remuneration package as per Local Government Gazette 40117 dated 1 July 2016: Upper limit of total remuneration packages payable to Managers directly accountable to Municipal Managers. Minimum: R768 305.00; Midpoint: R878 063.00 or Maximum: R987 820.00.**

<b>YEARS OF EXPERIENCE</b>	<ul style="list-style-type: none"><li>• 5 years relevant experience at a senior management level and have proven successful institutional transformation within public or private sector.</li></ul>
<b>MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"><li>• Bachelor Degree in Social Sciences/Public Administration/Law or equivalent. MFMA / CPMD and Registration with the South African Council for Social Service Professionals (SACSSP) or similar recognised relevant professional body will be an added advantage.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Good Knowledge and Understanding of relevant policies and legislations</li><li>• Good understanding of governance systems and performance management</li><li>• Understanding of council operations as well as cemetery management, public safety and parks and recreations management</li></ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"><li>• Provide strategic leadership in line with waste management, libraries, sports and recreation, traffic management, social development, maintenance of parks and cemeteries.</li><li>• Prepare and submit reports to the Municipal Manager and relevant political structures so that they are informed of the issues regarding social services.</li><li>• Formulate policies relating to social services, community development, environmental health and disaster management.</li><li>• Administration and management of the social and community department.</li></ul>

**GENERAL:**

**THIS IS A RE-ADVERTISEMENT FOR THE POSITIONS OF MANAGER CORPORATE SERVICES, CHIEF FINANCIAL OFFICER, MANAGER TECHNICAL SERVICES AND MANAGER COMMUNITY SERVICES. ALL THE APPLICANTS THAT HAVE APPLIED FOR THESE POSITIONS UNDER NOTICE NUMERS 20/2017, 21/2017, 22/2017 AND 23/2017 WILL AUTOMATICALLY BE RECOGNISED.**

**REQUIREMENTS FOR ALL THE ABOVE POSITIONS:**

- Must have a valid driver's licence; Must be a South African citizen; High level of integrity and honesty.
- Good knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act, 2000; Excellent communication and negotiating skills at all levels of government; Skilled in conflict resolution, problem solving and ability to be decisive; Good interpersonal and communication (written and verbal) skills and Sound knowledge and understanding of computer packages (MS Word, Excel, PowerPoint and Outlook, Munsoft will be an added advantage)

**COMPETENCIES FOR THE ABOVE POSITIONS:**

- Strategic leadership and management, people management, operational financial management, governance, ethics and values in financial management, financial and performance reporting, risk and change management, program and project management, legislation, change and governance leadership, policy and implementation, supply chain management, audit and assurance

Applications should be submitted on official Thabazimbi Local Municipality application form obtainable from the Municipality or at [www.thabazimbi.gov.za](http://www.thabazimbi.gov.za) and must be completed in full. Certified copies of your identity document, license and qualifications, CV and particulars of at least **three** contactable work-related references must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications.

**Applications should be submitted to:**

The Acting Municipal Manager; Thabazimbi Local Municipality; Private Bag X530; **THABAZIMBI**; 0380 or delivered personally at Thabazimbi Municipality, Corporate Services Department, Sarel Pelsers Building, Thabazimbi. 0380

Candidates will be expected to complete a practical competency-based and psychometric assessment. Applicants must note that their appointment is subject to the following reference checks: qualifications, criminal records, security vetting and record of dismissed staff members contemplated in section 57A of the Municipal Systems Act.

The successful incumbent must sign an employment contract, a performance agreement as contemplated in section 57 of the Municipal Systems Act, 32 of 2000 and provide a disclosure of financial interests.

All general enquiries should be directed to Human Resources Manager, Me Isabel Harding at (014) 777 1902 or the Human Resource Officers, Ms Dorothy Mabitsela or Vuyelwa Seleka at (014) 777 1902 during office hours (07h30 – 16h15).

**NB: No late, faxed or e-mailed applications will be considered.**

**NOTICE NO.: 30/2017**

**CLOSING DATE: 31 MAY 2017**

Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

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**MS MABITSELA  
ACTING MUNICIPAL MANAGER  
THABAZIMBI MUNICIPALITY**