PHUMELELA LOCAL MUNICIPALITY

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Phumelela Local Municipality subscribes to the principles of the Employment Equity Act, and need to appoint suitably qualified and experienced individuals in the under-mentioned positions. People with the skills and expertise to discharge the duties of the under-mentioned positions are hereby invited to apply.

MUNICIPAL MANAGER

(FIVE-YEAR PERFORMANCE-BASED EMPLOYMENT CONTRACT)

Remuneration: **All-inclusive, attractive and competitive remuneration package will be negotiated with the successful candidate in line with the competency level, qualifications and experience profile.**

Key requirements: ♦ An appropriate B. Degree, preferably in Public Administration, Business Administration, Accounting, Economics or other relevant tertiary qualification that is at least at NQF Level 6. ♦ A post-graduate Degree would be advantageous. ♦ A code 08 driver's licence. ♦ A minimum of at least five years' work-related experience at senior management level both within and/or outside Local Government sphere. ♦ Practical knowledge of the Local Government environment or sound business experience gained in a commercial environment.

Skills and key competencies: ♦ Strategic capability and leadership. ♦ Financial management. ♦ Knowledge management. ♦ Change management. ♦ Programme and project management. ♦ Service delivery innovation. ♦ Problem-solving and analytical skills. ♦ People management. ♦ Transformation and diversity management. ♦ Client orientation and customer focus. ♦ Communication skills. ♦ Honesty and integrity.

Key performance areas: As the accounting officer and the head of administration, the incumbent will take responsibility for overall performance in the following areas: ♦ Implementing the Municipality's Integrated Development Plan and monitoring progress with the implementation of the plan in accordance with Chapter 5 of the Municipal Systems Act. ♦ Effectively, efficiently and economically developing and managing the administration of the Municipality in an accountable manner and in accordance with the applicable Local Government legislation and by-laws. ♦ Managing the provision of services to the community in a sustainable and equitable manner. ♦ Exercising powers assigned by the legislation and those delegated by the Municipal Council to the Municipal Manager. ♦ Advising the political structures and rendering support to the Office of the Mayor. ♦ Implementing the strategic goals of the Municipality through co-operative and innovative teamwork. ♦ Development and management of the Municipality's Performance Management System.

T J MOTAUNG - MAYOR

MANAGER: BUDGET & FINANCIAL MANAGEMENT

Remuneration: **R200 000.00 per annum.** Other benefits applicable to local authority (i.e. pension / provident fund, medical aid, 13th cheque) will be paid subject to certain conditions.

Requirements: ♦ A B. Degree or equivalent (NQF 6) qualification in the field of Accounting or Local Government Finance. ♦ At least 3 years' experience in the budget and financial management environment. ♦ Meeting the minimum competency levels in terms of Gazette 29967 will be an added advantage. ♦ Thorough understanding of legislation applicable to Local Government and GRAP. ♦ Valid Code 8 driver's licence. ♦ Computer literacy and understanding of Excel spreadsheets.

Responsibilities: ♦ Compile multi-year annual and adjustment budget. ♦ Ensure the implementation of the of the budget reforms as envisaged by the MFMA and National / Provincial Treasury. ♦ Monitor implementation of the annual budget in line with the SDBIP. ♦ Co-ordinate inputs on multi-year budget process. ♦ Ensure alignment of the IDP with the annual budget. ♦ Compile in-year monitoring reports on the annual budget. ♦ Assist with the compilation of the annual financial statements. ♦ Ensure compliance to the MFMA and annual DoRA. ♦ Preparing statistics reports depicting short to medium-term expenditure and revenue trends.

MANAGER: SUPPLY CHAIN

Remuneration: **R200 000.00 per annum.** Other benefits applicable to local authority (i.e. pension / provident fund, medical aid, 13th cheque) will be paid subject to certain conditions.

Requirements: ♦ A relevant three-year Degree or equivalent (NQF 6) qualification. ♦ Meeting the minimum competency levels in terms of Gazette 29967 will be an added advantage. ♦ A formal SCM / Legal qualification would be an added advantage. ♦ Managerial experience in a centralised stores and provisioning administration (procurement) environment with specific reference to the Local Authority Government. ♦ An in-depth working knowledge of the Preferential Procurement Policy Framework Act, No 5 of 2000. ♦ Valid Code 08 driver's licence. ♦ Computer literacy and understanding of Excel spreadsheets.

Responsibilities: ♦ Head the Supply Chain Management Unit. ♦ Responsible for the procurement in line with the SCM policy and relevant legislations / regulations. ♦ Responsible for the overseeing and implementation of procedural guidelines relating to procurement, financial accounting and relevant administration. ♦ Maintain the current policies with regard to asset disposal. ♦ Manage / handle all administrative tasks pertaining to the bidding process in order to ensure proper SCM processes.

Closing date: ***07 October 2011***

Applications consisting of a comprehensive CV and covering letter, certified copies of the driver's licence and qualifications should be forwarded to the **Corporate Services Director, Phumelela Local Municipality, Private Bag X5, VREDE, 9835** or hand-delivered to the **Office of the Corporate Services Director, Cnr Kuhn & Prinsloo Street, VREDE, 9835.**

Fax and e-mail applications will not be considered.

All enquiries for the above-mentioned positions may be directed to the Office of Corporate Services Director at Tel. No. 058-913 8300

TM MOREMI - CHIEF FINANCIAL OFFICER

Iniswa Promotions - 012-548 5800 / 4768