GREATER TUBATSE MUNICIPALITY, SITUATED IN LIMPOPO PROVINCE, INVITES APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR POSITIONS LISTED HEREUNDER. THE SUCCESSFUL CANDIDATES WILL BE STATIONED AT THE MUNICIPAL OFFICES IN BURGERSFORT

1. DEPARTMENT : FINANCE
POSITION : CHIEF FINANCIAL OFFICER (RE-ADVERTISEMENT)
REMUNERATION : NEGOTIABLE (5 YEAR PERFORMANCE BASED CONTRACT)

MINIMUM REQUIREMENTS:
- A post graduate qualification (NQF Level 7 as per National Treasury Regulations) in Fields of Accounting, Finance or Economics or Chartered Accountant(SA)
- Certificate in Municipal Financial Management(SAQA ID:48965) or Minimum Competency Levels in Unit Standards
- A minimum of 7 years’ experience at senior and middle management levels, of which at least 2 years must be at senior management level
- Extensive experience in computerized accounting systems and packages
- Basic understanding of the municipal environment
- Knowledge of relevant local government statutes and Bathopele Principles
- Strong leadership and people management skills
- A high level of computer literacy for the role
- A valid SA motor vehicle drivers license
- Well developed interpersonal skills and a high level of professional ethics and integrity

KEY PERFORMANCE AREAS:
Reporting to the Municipal Manager the incumbent will be responsible for the following;
1. Strategic leadership and management:
   - Within the Budget and Treasury Office, be able to contribute to service delivery systems of a complex nature and manage the achievement of municipal strategies and goals.
   - Be able to formulate and influence short, medium and long term service delivery plans to deliver on municipal strategies and goals
   - Be able to provide strategic leadership to the accounting officer and senior management team
   - Within the area of responsibility, be able to develop and maintain strategic alliances with various stakeholders
2. Strategic Financial Management:
   - Be able to guide management of an effective, economic and efficient finance function, supported by effective financial management policies and practices
   - Be able to forecast revenue and expenditure and assess the impact thereof on a municipality’s financial position and performance
3. Operational Financial Management:
   - Be able to commission and operate financial systems
   - Maintain sufficient working capital(cash flow/short-term liquidity) to meet the needs of the municipality
   - Manage the budget preparation and implementation process and provide technical expertise in this regard
4. Governance, ethics and values in financial management:
   - Support and implement good governance within the area of responsibility
5. Financial and Performance Reporting:
   - Implement and manage the financial reporting process of the municipality
   - Implement and manage the performance reporting process of the municipality
6. Risk and Change Management:
   - Be able to understand risk and guide the management of risk for the municipality within the area of responsibility
   - Guide the management of change for the municipality within the area of responsibility
7. Project Management:
   - Be able to provide direction and guide project management within the area of responsibility
8. Legislation and Policy Implementation
   - Support and contribute to the formulation of policy and by-laws by the municipal council
   - Implement, manage and oversee the implementation of legislation and policy within the area of responsibility
9. Stakeholder Relations:
   - Within the area of responsibility, be able to guide, establish and maintain appropriate stakeholder relations
10. Supply Chain Management
    - Manage and oversee a fair, equitable, transparent, competitive and cost effective supply chain management function
11. Audit and Assurance
    - Be able to support the audit process, in order to obtain the optimum level of assurance from the Auditor General
DEPARTMENT : CORPORATE SERVICES

2. POSITION : MANAGER - CORPORATE ADMINISTRATION (RE-ADVERTISEMENT)
DIVISION : CORPORATE ADMINISTRATION
REMUNERATION : POST LEVEL 01(R396 005.00 Basic salary per annum; excluding benefits)

MINIMUM REQUIREMENTS:
• A B Degree in Administration or equivalent
• A minimum of three years relevant management experience
• Knowledge of municipal legislation.
• Knowledge of Record Management Systems
• Knowledge of Quality Management Systems
• Interpersonal and report writing skills.
• Computer Literacy for the role
• A valid SA Driving License

KEY PERFORMANCE AREAS:
• Develop and manage the implementation of an integrated security management system for the municipality
• Develop and monitor systems, policies, procedures and processes to ensure correct working operations and practices
• Management of the municipality’s facilities and auxiliary services
• Oversee the management of satellite offices to ensure that they are effectively and efficiently run
• Ensure that the registry, switchboard and civic amenities are functional and efficiently run
• Implement and maintain Quality Management systems
• Manage performance of employees in the division

DEPARTMENT : MUNICIPAL MANAGER’S OFFICE

3. POSITION : ASSISTANT INTERNAL AUDITOR
DIVISION : INTERNAL AUDIT
REMUNERATION : POST LEVEL 08(R164 707.00 – R190 945.00 Basic salary per annum; excluding benefits)

MINIMUM REQUIREMENTS:
• National Diploma or Degree in Internal Auditing or equivalent
• A minimum of one year Auditing experience
• Knowledge of MFMA and IIA Standards
• Knowledge of Performance Framework, Risk Management and GRAP

KEY PERFORMANCE AREAS:
• Perform clerical assignments related to internal audit
• Assist staff and auditors in documentation of audit, policies and procedures
• Provide the necessary assistance during internal audit reviews

DEPARTMENT : ECONOMIC AND LAND DEVELOPMENT

4. POSITION : LED OFFICER
DIVISION : LOCAL ECONOMIC DEVELOPMENT
REMUNERATION : POST LEVEL 05(R244 709.00 – R270 178.00 Basic salary per annum; excluding benefits)

MINIMUM REQUIREMENTS:
• A B degree in Development Planning/Business Administration or Economic related studies or equivalent
• Minimum three years LED experience
• Ability to interact with high profile stakeholders
• Knowledge of relevant local government statutes
• Computer Literacy for the role
• A valid SA motor vehicle driver’s license

KEY PERFORMANCE AREAS:
• Implementing & Updating the LED Strategy/Plan and other related economic development strategies to meet the municipality’s economic targets.
• Co-ordinate all economic initiatives and interventions within the municipal area to improve the local economy.
• Conducting research through surveys, internet, publications etc, in order to build and maintain a municipal database of economic information
• To co-ordinate access to funding and infrastructure development for the SMMEs to participate in the mainstream economy.
• Facilitate capacity building for the SMMEs.
• Market the competitiveness edge of the Municipality to attract local and international investors.
• Co-ordinate different stakeholders to participate in the economic development programmes within the municipal area
5. POSITION : SUPERINTENDENT - TRAFFIC  
DIVISION : TRAFFIC  
REMUNERATION : POST LEVEL 05 (R244 709.00 – R270 178.00 basic salary per annum; excluding benefits)

MINIMUM REQUIREMENTS:
- Traffic Management Diploma
- ITMPO
- Minimum of 6 years relevant experience
- Extensive knowledge on road safety
- Extensive knowledge of relevant legislation
- Understanding of Local government processes
- Well-developed interpersonal and communication skills
- Computer Literacy for the role
- A valid SA Driver’s license
- No criminal record

KEY PERFORMANCE AREAS:
- Coordinate and perform law enforcement services.
- Monitor and implement activities to ensure compliance.
- Ensure functionality and discipline within the unit.
- Plan and implement road safety campaigns.
- Ensure that the municipality complies with road safety regulations, the National Road Traffic Act and other legislations.
- Ensure enforcement of by-laws applicable to the municipality.

6. POSITION : TLB OPERATOR  
DIVISION : ROADS AND STORM WATER  
REMUNERATION : POST LEVEL 09 (R138, 112.00 – R157, 088.00 basic salary per annum, excluding benefits)

MINIMUM REQUIREMENTS:
- NQF Level 2 or Grade 10
- 1 Year relevant experience
- Code 10 Drivers License with Public Drivers Permit(PDP)
- Certification of competency in the operation of heavy plant
- TLB Operation Training

KEY PERFORMANCE AREAS:
- Receiving instructions and details of tasks from Supervisor
- Inspecting devices ’ controls, lubricant levels on plant
- Report defects to the Supervisor
- Washing and removing debris from plant
- Replacement of defective parts
- Conforming specifications/requirements with the Supervisor on site
- Driving and manoeuvring the TLB and engaging controls to operate mechanisms

Applications accompanied by a detailed CV, certified copies of certificates and other supporting documents should be submitted to the Human Resources Offices at Greater Tubatse Municipality Civic Centre at 1 Kastania Street in Burgersfort or they can be posted to:
The Municipal Manager  
Greater Tubatse Municipality  
P O Box 206  
BURGERSFORT  
1150

NB: No faxed or emailed applications will be considered and those who applied before do not need to re-apply.

Closing date : 27 September 2013 @ 16h00
Enquiries : Human Resources @ 013 231 1149/1152/1155/1217

The selection process will be influenced by the municipality’s Employment Equity Principles. Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 30 days after the closing date should assume that they have been unsuccessful.

MONYEPAO M A  
ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make any appointments