



MAHIKENG LOCAL MUNICIPALITY



The Mahikeng Local Municipality, the Capital of North West Province, offer existing career opportunities for people with necessary qualifications and experience, and currently invites applications for the following vacant positions:

1. **Vacancy** : **Director: Corporate Support Services**
- Salary** : **R973 759.00 minimum, R1 145 598.00 midpoint and R1 317 437.00 maximum (All inclusive package) * This is a fixed-term employment contract for five (5) years, and the incumbent shall be expected to sign a performance agreement and disclosure of financial interest, will also undergo security vetting and competency assessment test.**

Requirements : Bachelor Degree in Public Administration/ Management Science/ Law/ or equivalent. Minimum of five (5) years' experience at Middle Management level. Have proven successful management experience in Administration. Competency as set out in the LG Regulations on appointment and conditions of senior managers GNR 21. Compliance in terms of the Financial and Supply Chain Management competency areas in terms of Government Notice 12493 as published in Government Gazette no 29967 of 15 June 2007 (Municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice no. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment). Excellent facilitation and Communication Skills. Advance Computer Literacy in Micro-Soft Office (Word, Excel, PowerPoint and Outlook). Code EB driver's licence.

Knowledge: Advanced knowledge and understanding of relevant policies and Legislation governing Local Government. Advanced understanding of institutional governance systems and Performance Management. General knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act 5 of 2000. Proven successful management experience in Administration. Good knowledge of Corporate Support Services, including Human Capital, Legal Services, Information Technology (IT), Council Support services. Communication and Customer Care Management. Good Governance. Labour Relations Act and other labour related prescripts. Knowledge of coordination and oversight of all specialized support functions. Knowledge of Local Government environment. Excellent communication and negotiating skills at all level of Local Government. Good skills in conflict resolution, problem solving and ability to be decisive.

Key Performance Areas:

- The expected incumbent will be reporting directly to the Accounting Officer
- Provide strategic and operational leadership of the Directorate: Corporate Support Services.
- Provide effective human resources management and policy development, employment relations management, legal services, organisational development, performance management, records management and secretariat support services to the municipality.

- Manage the municipality's performance system.
- Prepare and submit reports to the Municipal Manager and relevant structures.
- Develop, manage and implement the Corporate Service's budget.
- Ensure proper administration of Council's delegation system.
- Implement and enforce all laws and regulations that are relevant to the Directorate, and its business.
- Take accountability for all major line functions engaged in the delivery of the strategic imperatives/ objectives within his/ her area of responsibility.
- Manage all resources assigned to the incumbent with economy, probity and prudence, and provide exemplary leadership towards a culture of corporate governance and ethics.
- Assist the Accounting Officer with other roles and responsibilities delegated to the incumbent in terms of relevant legislation.
- Develop the Corporate calendar of Council and other committees of Council
- Records and documents management
- Council Support and Committee Secretarial services
- Corporate support to the other directorates
- Human Resource management
- Legal Services
- Provision of administration, training and development
- Human Resource planning and organizational development
- Responsible for developing organizational policies and procedures
- Develop and manage the directorate budget such as expenditure in line with Council, MFMA and Supply Chain requirement
- Ensure sound labour relations
- Administration of legal services, IT management and support
- Organisational and work-study
- Occupational Health and Safety
- Ensure that the approved budget is executed in line with the service delivery and budget implementation plan (SDBIP) for the directorate of Corporate Support Services
- Execute any functions delegated by the Municipal Manager in terms of the delegations of powers

2. Vacancy : Chief Financial Officer

Salary : R973 759.00 minimum, R1 145 598.00 midpoint and R1 317 437.00 maximum (All inclusive package) * This is a fixed-term employment contract for five (5) years, and the incumbent shall be expected to sign a performance agreement and disclosure of financial interest, will also undergo security vetting and competency assessment test.

Requirements : B Degree in field of Accounting, Financial Management, Economics or Chartered Accountant (SA) NQF level 7 and a Certificate in Municipal Finance Management/ SAQA Qualification ID No 48965. Minimum of five (5) years' experience at middle management level preferably within Local Government. Registration with a relevant professional body will be an added advantage. Competency as set out in the LG Regulations on appointment and conditions of senior managers GNR 21.

Compliance in terms of the Financial and Supply Chain Management competency areas in terms of Government Notice 12493 as published in Government Gazette no 29967 of 15 June 2007 (Municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice no. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment). Excellent facilitation and Communication Skills. Advance Computer Literacy in Micro-Soft Office (Word, Excel, PowerPoint and Outlook). Code EB driver's licence.

Knowledge: Advanced knowledge and understanding of relevant policy and legislation. Advanced knowledge and understanding of Institutional Governance System and Performance Management. Advanced knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Systems Act, (Act No. 5 of 2000). Advanced understanding of Council operations and delegation of powers. Good governance, Audit and Risk Management establishment and functionality, budget and Finance Management. Ability to be strategic, visionary and innovative leadership. An in-depth practical knowledge and understanding of MFMA, GRAP, GAMAP, DORA, Treasury Regulation, Municipal by-laws and policies. Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

Key Performance Areas:

- Reporting directly to the Accounting Officer on Strategic Financial Management issues.
- Provide adequate Financial Management Advice to Council, the Accounting Officer as well as the Executive Management Team.
- Effectively and efficiently implement and manage the financial management system.
- Develop and Implement Key Strategies/Business Plans to ensure effective implementation and management of systems, processes, procedures and control relating to Supply Chain Management, Revenue Management, Expenditure Management and Budget Preparation and Reporting.
- Prepare Annual Financial Statements and other mandatory Financial Management Reports.
- Perform duties and functions delegated to the Chief Financial Officer by the Municipal Finance Management Act and as delegated by Council and/or the Accounting officer.
- Ensure Legislative, Regulatory, Policy, Practices and Standards compliance.
- Implement effective processes, support and coordination for the compilation of the Integrated Development Plan, Budget and Service Delivery and Budget Implementation Plan.
- Strategically engage with Auditors and provide appropriate and timely responses to audit queries.
- Be responsible for the execution and timely delivery of departmental outputs as outlined in the departmental SDBIP and CFO's Performance Contract.
- Provide strategic planning and direction to the financial planning budgeting process within the municipality
- Ensure that the strategic plan of Mahikeng Local Municipality is consistent with MTEF, MFMA and Treasury Regulations
- Ensure effective revenue collection systems is in place that is consistent with Local Government Municipal Systems Act 32 of 2000 and also effective
- 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 utilization of budget within the organisation.

- Ensure that the approved budget is executed in line with the service delivery and budget implementation plan (SDBIP) for the directorate of Finance
- Execute any functions delegated by the Municipal Manager in terms of the delegations of powers

Canvassing for appointment will result in automatic disqualification of an applicant.

Application should be made on the Official application form for employment obtainable from www.gpwonline.co.za Annexure C of the Government Gazette No. 37245, and must be accompanied by detailed Curriculum Vitae, certified copies of qualifications, ID-document and driver's licence. Correspondence will be limited to successful candidates only. If applicants have not been contacted within three (3) months after the closing date of this advertisement please regard your application as unsuccessful. Council reserves the right not to appoint. Office number 018 389-0237.

Applications clearly marked "**VACANCY**" must reach the undersigned not later than **5th June 2018**. **The Municipal Manager, Mahikeng Local Municipality, Private Bag x 63, Mmabatho, 2745.**

NB: Please note that successful candidates will be subjected to a vetting process with the National Department of State Security Agency. No travelling allowance will be paid to any candidate invited for interviews.

**MR THABO MOKWENA
MUNICIPAL MANAGER**

Notice no. 13/2018