



uMshwathi Municipality

Date of Advertisement: **17 July 2022**

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and /or experienced person for the positions as advertised below:

Appointments will be on a fixed term performance-based contract in terms of Section 54A, 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007. Successful candidates will therefore be required to sign an employment contract, performance agreement and disclosure of financial interest and shall be subject to security vetting.

**FINANCE SERVICES DEPARTMENT
JOB TITLE: CHIEF FINANCIAL OFFICER**

Notice No: **P22/23/02**

5 YEAR FIXED TERM CONTRACT

TOTAL REMUNERATION PACKAGE PER ANNUM (ALL INCLUSIVE)

Minimum: R846 307 Midpoint: R950 907 Maximum: R1 040 327

Key Requirements * A Bachelor Degree in Accounting / Finance / Economics or relevant NQF Level 7 qualification. * A minimum of five (5) years' experience at senior management level or five (5) years' experience at middle management level or the balanced combination of specified experience. * A proven record of accomplishment at a Management level in Local Government Finance. * Extensive and practical experience in the Local Government financial environment. * Demonstrate practical experience with the implementation of the Municipal Finance Management Act, Treasury Regulations, Supply Chain Management and other related legislation governing Local Government. * A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD/MFMP) or attaining the qualification within a reasonable time-frame in terms of Municipal Regulations on Minimum Competency Levels of 2007. * A valid code B driver's license.

Leading competencies * Strategic direction and leadership * People management * Program and project management * Financial management * Change leadership * Governance leadership:

Core Competencies * Strategic financial management * Operational financial management * Governance, ethics and values in financial management * Financial and performance reporting * Risk and change management * Project management * Legislation, policy and implementation * Stakeholder relations * Supply Chain Management * Audit and assurance * Revenue Enhancement * Revenue Collection * Asset Management.

Knowledge * Advanced knowledge and understanding of relevant policy and legislation. * Advanced understanding of institutional governance systems and performance management. * 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 an innovative and strategic leader.



Key Performance Areas * Reporting directly to the Accounting Officer, the incumbent shall be expected to: * Ensure the implementation of General Accounting Practice (GRAP) Standards. * Provide strategic leadership in the Finance Services Department of the Municipality. * Develop and continuously evaluate short- and long-term strategic financial objectives and ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of Government. * Ensure effective and efficient management and control of municipal bank accounts and investment of surplus funds. * Meet reporting requirements as required in terms of financial management legislation such as the MFMA, Treasury Regulations and the DORA. * Monitor financial risks and implement an anti-fraud and corruption strategy in collaboration with risk management. * Compile budget estimates, monthly forecasts, project planning and produce adjusted cash flows. * Participate during the preparation of the Municipality's IDP and SDBIP's to ensure effective and efficient performance. * Develop tools and systems to provide critical and operational information to the Management of the Municipality and make actionable recommendations on both strategy and operations. * Formulate creative solutions to enhance cost-effectiveness in the delivery of services and the administration of the Municipality. * Liaise with relevant role-players in the financial environment regarding transverse financial matters. * Manage all resources assigned to the incumbent and provide exemplary leadership toward a culture of Corporate Governance and Ethics. * Be responsible for Financial Performance Management Reporting, Municipal Supply Chain Management, Internal and External Audits and Accountability. * Assist the Accounting Officer with other roles and responsibilities delegated to the CFO position in terms of the relevant legislation, Effective staff utilisation of staff, labour relations and discipline

Added Advantage: Registration with relevant Professional body



**COMMUNITY SERVICES DEPARTMENT
GENERAL MANAGER: COMMUNITY SERVICES**

Notice No: P22/23/03

**5 YEAR FIXED TERM CONTRACT
TOTAL REMUNERATION PACKAGE PER ANNUM (ALL-INCLUSIVE)**

Minimum: R846 307 Midpoint: R950 907 Maximum: R1 040 327

Key Requirements * A Bachelor Degree in Social Sciences / Public Administration / Law or relevant NQF Level 7 qualification. * A minimum of five (5) years' experience at senior management level or five (5) years' experience at middle management level or a balanced combination of specified experience * A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD/ MFMP) or attaining of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007. * Have proven successful institutional transformation within the public or private sector. * A valid code B driver's license.

Leading competencies * Strategic direction and leadership * People management * Program and project management * Financial management * Change leadership * Governance leadership:

Core competencies * Planning & organising * Analysis & Innovation, * Moral Competence, * Knowledge and Information management, * Communication, * Results and quality focus

Knowledge * Good knowledge and understanding of relevant policy and legislation.* Good knowledge and understanding of institutional governance systems and performance management.* Understanding of Council operations and delegation of powers as well as:* Public Health Service Management * Public Safety Management * Disaster Management * Organisational Performance Management * Cemetery management * Library services * Waste/environmental management * Sports, Cultural, Gender, Disability and other Community Sectoral issues * Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. * Good Governance.

Key Performance Areas* Reporting directly to the Accounting Officer, the incumbent shall be expected to: * Provide strategic leadership in the Community Services Department of the Municipality. * Develop and continuously evaluate short- and long-term strategic financial objectives and ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of Government. * Prepare the Municipality's IDP and SDBIP's to ensure effective and efficient performance. * Provide support during the preparation of the Municipality's IDP and SDBIP's to ensure effective and efficient performance. * Manage the Community Services Department by implementing the departmental performance plan. * Manage departmental cross-cutting issues on a day-to-day basis and co-ordinate operational activities effectively. * Ensure the implementation of strategic priorities identified by Council. * Assist the Accounting Officer with other roles and responsibilities delegated to the General Manager: Community Services position in terms of relevant legislation. * Provide overall management of: * Organisational Performance Management * Library Services * Protections Services * Public Health Services Management * Public Safety Management * Disaster Management * Sports, Cultural, Gender, Disability and other Community Sectoral issues. Effective staff utilisation of staff, labour relations and discipline.

Added Advantage: Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant body.



**CORPORATE SERVICES DEPARTMENT
GENERAL MANAGER: CORPORATE SERVICES**

Notice No: P22/23/04

5 YEAR FIXED TERM CONTRACT

TOTAL REMUNERATION PACKAGE PER ANNUM (ALL INCLUSIVE)

Minimum: R846 307 Midpoint: R950 907 Maximum: R1 040 327

Key Requirements * A Bachelor Degree in Public Administration / Management Sciences /Law, or relevant NQF Level 7 qualification. * A minimum of five (5) years' experience at senior management level or five (5) years' experience at middle management level or the balanced combination of specified experience * A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or attaining of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007. * Have a proven successful management experience in administration. * A valid code B driver's license.

Leading competencies* Strategic direction and leadership * People management * Program and project management * Financial management * Change leadership * Governance leadership.

Core competencies * Planning & organising * Analysis & Innovation, * Moral Competence, * Knowledge and Information management, * Communication, * Results and quality focus

Knowledge * 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 * Facilities Management * Information and Communications Technology * Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. * Good Governance.* Labour Relations Act and other related prescripts. * Legal background and human capital management. * Knowledge of coordination and oversight of all specialised support functions.

Key Performance Areas * Reporting directly to the Accounting Officer, the incumbent shall be expected to: * Provide strategic leadership in the Corporate Support Services department of the Municipality * Develop and continuously monitor the implementation of the departmental financial strategy* Ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of Government. * Participate during the preparation of the Municipality's IDP and SDBIP's to ensure effective and efficient performance. *Provide administration and support services to Council and its Committees.* Ensure that municipal information is secured. * Management of municipal fleet. * Facilities and security management * Provide technical assistance during the annual review of the organizational structure. * Provide strategic human resource to the Accounting Officer and Senior Managers. *

Assist the Accounting Officer with other roles and responsibilities delegated to the General Manager Corporate Services position in terms of relevant legislation * Provide overall management of: * Human Capital Management * Information and Communications Technology * Council and its committees * Labour Relations * Municipal Security Services * Fleet management * Archives * Occupational Health and Safety. Effective staff utilisation of staff, labour relations and discipline.

Added Advantage: Registration with relevant professional body



**TECHNICAL SERVICES DEPARTMENT
GENERAL MANAGER: TECHNICAL SERVICES**

Notice No: P22/23/05

**5 YEAR FIXED TERM CONTRACT
TOTAL REMUNERATION PACKAGE PER ANNUM (ALL INCLUSIVE)**

Minimum: R846 307 Midpoint: R950 907 Maximum: R1 040 327

Key Requirements. * A Bachelor of Science Degree in Engineering / BTech: Engineering; or relevant NQF Level 7 qualification. * A minimum of five (5) years' experience at senior management level or five (5) years' experience at middle management level or the balanced combination of specified experience * A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD / MFMP) or attaining of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007. * A valid code B driver's license.

Leading competencies * Strategic direction and leadership * People management * Program and project management * Financial management * Change leadership * Governance leadership.

Core competencies * Planning & organising * Analysis & Innovation, * Moral Competence, * Knowledge and Information management, * Communication, * Results and quality focus

Knowledge * Good knowledge and understanding of relevant policy and legislation. * Good knowledge and understanding of institutional governance systems and performance management. * Must have extensive knowledge of public office environment. * Must be able to formulate engineering master planning, project management and implementation. * Good knowledge and understanding of Public Works and Basic Services and Technical Services **including:** * Project Management * Municipal Infrastructure Development * Road Construction Management * Civil Engineering Construction * Capital Project Management * Management of the Municipal Infrastructure Grant * Municipal Facilities Management and Maintenance * Coordination of human settlements * Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. * Good Governance.

Key Performance Areas. Reporting directly to the Accounting Officer, the incumbent shall be expected to: * Provide strategic leadership in the Technical Services Department of the Municipality. * Develop and continuously monitor the implementation of the departmental financial strategy * Ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of Government. * Participate during the preparation of the Municipality's IDP and SDBIP's to ensure effective and efficient performance. * Assist the Accounting Officer with other roles and responsibilities delegated to the General Manager Technical Services position in terms of relevant legislation.

Provide overall management of: * Project Management * Municipal Infrastructure Development * Road Construction Management * Civil Engineering Construction * Capital Project Management * Management of the Municipal Infrastructure Grant

- Repairs and maintenance of civil and electrical infrastructure * Community Engineering Project Management. Effective staff utilisation of staff, labour relations and discipline.



Added advantage: A certificate of competency as required in terms of the General Machinery Regulations of 1988 will be an added advantage. * Registration with a recognised engineering professional body will be an added advantage.

Your application must be addressed as follows:

The application for the vacant post must be submitted on an official application form obtainable from the Municipal website (www.umshwathi.gov.za), accompanied by a curriculum vitae and must be in a sealed envelopes clearly marked with appropriate vacant post.; uMshwathi Municipality, Private Bag x29, Wartburg, 3233. Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

CLOSING DATE: 5 AUGUST 2022

Further information can be obtained from the Manager Human Resources, Ms A Mkhize / Municipal Manager, Mr. NM Mabaso on: (033) 816 6800.

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, an application not made on the official application form as contemplated above will not be considered. If you are not contacted within 2 to 3 month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified.

Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit. Woman are encouraged to apply.

**Mr NM Mabaso
Municipal Manager**

