



# FETAKGOMO LOCAL MUNICIPALITY

## PMU MANAGER (PERMANENT)

**SALARY PER ANNUM: R338 363.40 (excluding benefits)**

**REQUIREMENTS:** ♦ An appropriate three-year tertiary qualification / N6 / Diploma / Degree in Civil Engineering or related field, ♦ Two to three (2-3) years' experience in project management environment, ♦ A valid driver's licence, ♦ The candidate should be technically oriented, ♦ Ability to pay attention to details, excellent communication and inter-personal relations, ♦ Ability to interact at managerial and all levels including communities, ♦ Willingness to work irregular hours.

**RESPONSIBILITIES:** ♦ Manage Infrastructure Development as per capital budget and compliance to programmes requirements, ♦ Facilitate support for basic service delivery and infrastructure development, ♦ Planning, implementing and monitoring engineering services to reduce infrastructure backlogs, ♦ Maintenance of municipal infrastructure, ♦ Ensure implementation of EPWP framework, ♦ Provide technical support and advise the Municipality on appropriate technical intervention, ♦ Verify payment certificates and preparation of monthly payments schedule documentation, ♦ Co-ordination and preparation of infrastructure reports, ♦ Assist with the filing of infrastructure documentation for audit and records management purposes, ♦ Handle infrastructure related enquiries and provide administrative support to the Technical Services Department, ♦ Lead, direct and manage staff in the PMU sub-division.

## ASSETS MANAGER (PERMANENT)

**SALARY PER ANNUM: R 338,363.40 (excluding benefits)**

**REQUIREMENTS:** ♦ An appropriate three-year tertiary qualification / N6 / Diploma / B.Com. Degree in Accounting / Finance, ♦ Post-graduate Diploma in Accounting / Finance and / or Articles will serve as an added advantage, ♦ Two to three (2-3) years' relevant experience, ♦ Knowledge and application of various pieces of legislation and GRAP Standards with regard to asset management, ♦ Demonstrate high level of problem-solving and people management capabilities, high level of effective communication and management of complex team capabilities, ♦ Computer literacy, ♦ Valid driver's licence.

**RESPONSIBILITIES:** ♦ To manage, update and maintain municipal assets to ensure compliance with the relevant municipal policies, ♦ Co-ordinate asset verification monthly and annually and prepare reconciliation between the Asset Register and Trial Balance, ♦ Manage immovable and movable assets, ♦ Manage and control specific accounting procedures associated with assets acquisition, movement and disposal by: ♦ monitoring the status of records associated with the assets of the Municipality; ♦ applying internal control procedures to check, verify, update and maintain acquisition valuation and location details; ♦ preparing motivation for write-off and / or sale through auction or other prescribed means of disposal of assets exceeding the allowance life cycle and co-ordinating the outcomes and accounting sequences thereof, ♦ To ensure that the municipal Assets Registers are up to date and the valuation and depreciation recording complies with audit and statutory financial provisions, ♦ Control the key performance areas and critical outputs of personnel within the Asset Management Unit by providing guidelines / guidance to personnel on the application of procedures, ♦ Implement remedial measures / corrective actions to align performance and output against agreed standards, ♦ Appraising performance levels, objectives and measuring accomplishment or establishing reasons for non-conformance, ♦ Provide the management representation statement covering asset management at the end of the financial year, ♦ Ensure that assets are adequately secured after acquisition, ♦ The level of security required varies for each asset, depending on such factors as assets type, value, attractiveness and portability, ♦ Develop and maintain the strategic and asset management plans aligned with the departmental strategy and budget, ♦ Develop assets need assessment, acquisition management, operation and disposal plans, ♦ Prepare a business plan for the cycle of assets including an analysis of pricing options utilizing life cycle cost and recommendations on the most appropriate asset solution, ♦ Assist in filing all assets documentation to answer internal and external audit queries relating to assets.

## ASSETS OFFICER (PERMANENT)

**SALARY PER ANNUM: R 192,461.76 (excluding benefits)**

**REQUIREMENTS:** ♦ An appropriate three-year tertiary qualification / N6 / Diploma / B. Degree / National Diploma in Accounting / Logistics Management / Supply Chain Management / Financial Management coupled with one to two (1-2) years' relevant experience, ♦ Specific experience in movable and immovable assets will be an added advantage, ♦ Knowledge of Supply Chain Management Processes / Policies, MFMA, Treasury regulations, GRAP standards, ♦ Capability of compiling GRAP based Fixed Assets Register, ♦ Basic auditing and report-writing skills are essential as well as analytical, written, verbal and communication skills.

**RESPONSIBILITIES:** ♦ Monitor immovable and movable assets, ♦ Conduct physical verification of assets and inventory on monthly and annual basis within the Municipality in line with approved Asset Management Policy, ♦ Verify the inventory list against the physical asset for each and every office, ♦ Reconcile the results back to the Fixed Asset Register, ♦ Prepare monthly and annual reconciliation on inventory and asset, ♦ Generate inputs towards reconciliation of the Asset Register and Trial Balance / General Ledger, ♦ Issuing of inventory on periodic basis as stipulated in the Finance Procedure Manual, ♦ Help to update asset register on the new acquisition, ♦ Capture inventory in the Munsoft System, ♦ Review repairs and maintenance accounts to ensure completeness of assets, ♦ Ensure that new assets acquired are adequately secured with the insurance company within reasonable time, ♦ Co-ordinate the disposal of redundant and writing-off of assets, ♦ Providing support with regards to the consolidation of assets transactions, ♦ Ensure update and accurate project files for all capital projects, ♦ Analysing and verifying transactional recordings of assets received, ♦ Provide guidance to user Departments in the compilation of user asset management, ♦ Ensuring that assets register is updated and help in the area of depreciation of assets as per GRAP

requirements, ♦ Ensure compliance with asset management guidelines as prescribed by National Treasury and Auditor General through regular economic assessment and evaluation of assets.

## CONTRACTS AND COMPLIANCE OFFICER (PERMANENT)

**SALARY PER ANNUM: R 192,461.76 (excluding benefits)**

**REQUIREMENTS:** ♦ An appropriate three-year tertiary qualification / N6 / Diploma / Degree in Supply Chain / Procurement Management / Internal Audit / Accounting / Law, ♦ One to two (1-2) years' appropriate proven experience in the field, ♦ Computer literacy, ♦ Thorough knowledge and understanding of Supply Chain Management within the Local Government Sector, ♦ Knowledge and understanding of relevant procurement legislation and statutory provisions (MFMA, PPPFA, BEE etc.).

**RESPONSIBILITIES:** ♦ Overall administration of the Supply Chain Management system (SCM), ♦ Developing, drafting, formulating, reviewing policies, procedure manuals and producing management reports relating to SCM, ♦ Ensuring compliance with all related legislation especially MFMA, SCM regulations, Municipal Systems Act, Municipal Structures Act, PPPFA, BEE, Treasury Guideline etc., ♦ Promoting, recommending and implementing SMME, Black Empowerment, ♦ Responsible for and advising where necessary on contract management and administration, ♦ Reviewing and monitoring Service Provider Contracts and ensure that Service Level Agreements are in place, ♦ Establishing an effective system of risk management for the identification, consideration and avoidance of potential risk in the SCM system, ♦ Managing the disposal of municipal goods no longer needed and / or redundant, ♦ Ensuring integrity of all SCM systems, processes and internal control measures, ♦ Planning and monitoring the Municipality's tender processes in terms of all the projects within the Municipality's Integrated Development Plan, ♦ Establishing an effective internal monitoring system in order to determine on the basis of a retrospective analysis whether the authorised supply chain management processes were followed and the desired objectives are achieved, ♦ Ensuring the submission of Statutory reports in terms of the MFMA and the SCM Regulations.

## BUDGET MONITORING AND REPORTING OFFICER (PERMANENT)

**SALARY PER ANNUM: R147 537.72 (excluding benefits)**

**REQUIREMENTS:** ♦ An appropriate three-year tertiary qualification / N6 / Diploma or Degree in Financial Accounting, ♦ One to two (1-2) years' relevant experience in municipal environment, ♦ A valid driver's licence, ♦ The candidate should be computer literate (MS Package), be able to communicate effectively (verbal and written) and possess accounting skills.

**RESPONSIBILITIES:** ♦ Consolidate municipal budget, ♦ Compile monthly financial reports to the relevant authorities in order to comply with applicable legislations, ♦ Compile financial information in relation to annual reports, ♦ Assist in handling internal and external audit queries, ♦ Ensure submission of budget related documentation to relevant authorities, ♦ Assist with the filing of all documents in relation to budget office, monitor and control approved budget of the institution.

## OCCUPATIONAL HEALTH AND SAFETY OFFICER (PERMANENT)

**SALARY PER ANNUM: R192 461.76 (excluding benefits)**

**REQUIREMENTS:** ♦ An appropriate three-year tertiary qualification / N6 / Diploma or Degree in Safety Management or equivalent with at least one to two (1-2) years' relevant work experience, ♦ Knowledge of OHS Management Systems, OHS, COID Act, Incident and Accident Investigation, ♦ Computer literacy.

**RESPONSIBILITIES:** ♦ Ensure that all operations and activities within the Municipality comply with the OHS and the regulations, ♦ Perform hazard identification and risk assessments, ♦ Develop and implement an OHS Management System for the Municipality (Policies and Procedures as required), ♦ Facilitate the training of employees in Health and Safety, ♦ Ensure that all legal and other appointments are in place and valid, ♦ Ensure that Occupational Health and Safety responsibilities are clearly defined and documented, ♦ Conduct incident and accident investigations, ♦ Conduct inspections and audits as and when required.

## IT TECHNICIAN (PERMANENT)

**SALARY PER ANNUM: R 165 073.68 (excluding benefits)**

**REQUIREMENTS:** ♦ Grade 12 and National Certificate in IT / N6 equivalent qualification, ♦ Good communication, ♦ Inter-personal and human relations skills, ♦ A relevant experience in IT Support.

**RESPONSIBILITIES:** ♦ Installation, support and maintenance of computer equipment, ♦ User support on Personal Computer hardware, software and peripheral devices, ♦ Maintain and update Computer Asset Register, ♦ Information Technology Research and Development.

## CLOSING DATE FOR APPLICATIONS: 08<sup>th</sup> May 2015 at 16:30

Interested persons meeting the above-mentioned requirements are requested to forward their applications (application forms available at Fetakgomo Municipal Office and website [www.fetakgomo.gov.za](http://www.fetakgomo.gov.za)) and CVs with certified copies of qualifications and ID quoting the post applied for, to: The Municipal Manager, Fetakgomo Local Municipality, Private Bag X 818, APEL, 0739 or hand-delivered at Registry Office, Fetakgomo Municipal Offices, Stand No. 1, Mashung, Ga-Nkwana. Faxed, e-mailed, applications on Z83, or applications submitted after the closing date will not be considered. Canvassing will disqualify any candidate from being considered for appointment. If you do not hear from the Municipality within 30 days after the closing date, regard your application as unsuccessful. The Municipality reserves the right not to appoint any applicant. The candidates must be prepared to undergo security vetting, reference checks and signing of indemnity forms. The Municipality subscribes to the principles of Employment Equity - resultantly persons designated in terms of applicable legislations as historically disadvantaged South Africans, in particular women and people with disabilities, are encouraged to apply.

**ENQUIRIES: Mr Komane T.T. or Mr Maribana D.N. Tel. 015 622 8000**

**MUNICIPAL MANAGER**

Iniswa Promotions - 012-548 5800