

## RE-ADVERTISEMENT

### GREATER TUGATSE MUNICIPALITY, SITUATED IN LIMPOPO PROVINCE WITHIN THE SEKHUKHUNE DISTRICT, INVITES APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN BURGERSFORT

#### 1. DEPARTMENT: MUNICIPAL MANAGER

REF NO.: MMO /02/2015

#### POSITION: MUNICIPAL MANAGER

**DURATION OF CONTRACT: TWO (2) YEAR PERFORMANCE  
BASED CONTRACT (APPLICANTS ARE EXPECTED TO SIGN AN  
EMPLOYMENT CONTRACT, A PERFORMANCE AGREEMENT AND  
DISCLOSURE OF FINANCIAL INTEREST)**

**REMUNERATION: R926,720.00-R1059,110.00-R1191,500.00  
(ALL INCLUSIVE PACKAGE IN LINE WITH UPPER LIMITS AS PER  
GOVERNMENT GAZETTE NO. 37500)**

**MINIMUM REQUIREMENTS:** • A Bachelors Degree in Public Administration/Political Science/Social Sciences / Law or equivalent • Certificate in Municipal Finance Management (SAQA ID: 48965) will be an added advantage • A minimum of 5 years relevant experience at Senior Management Level. • Have proven successful institutional transformation within public or private sector • Basic understanding of Municipal environment and applicable pieces of legislations. • Extensive knowledge and understanding of relevant policies and local government legislation. • Advanced knowledge and understanding on institutional governance systems and performance management • Advanced understanding of Council operations and delegations of powers • Knowledge of Good Governance. • Knowledge of Audit and Risk Management establishment and functionality • Knowledge of Budget and Finance management • Strong leadership and people management skills • Proven ability to communicate and negotiate in all levels of Government • Service delivery innovations and strategic capabilities • Computer literacy will be an added advantage • A valid SA motor vehicle driver's licence • Well developed interpersonal skills • A high level of professional ethics and integrity.

#### KEY PERFORMANCE AREAS:

**1. Strategic Leadership and Management:** • Provide and direct a vision of the institution and deploy on others to deliver on strategic institutional mandate • Be able to formulate and influence short, medium and long term service delivery plans to deliver on municipal strategies and goals.

**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 of 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 of the municipality

**4. Governance, ethics and values in financial management:** • Support and implement good governance with 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 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.

**7. Legislation and policy implementation:** • Support and contribute to the formulation of policies and by-laws by the municipal council • Implement, manage and oversee the implementation of legislation and policy within the area of responsibility.

**8. Stakeholder relations:** • Within the area of responsibility be able to guide, establish and maintain appropriate stakeholder relations.

**9. Supply Chain Management:** • Manage and oversee a fair, equitable, transparent, competitive and cost effective supply chain management function.

#### 2. DEPARTMENT: FINANCE

REF NO.: SEN /03/2015

#### POSITION: CHIEF FINANCIAL OFFICER (CFO)

**DURATION OF CONTRACT: FIVE 5 YEAR PERFORMANCE  
BASED CONTRACT (APPLICANTS ARE EXPECTED TO SIGN AN  
EMPLOYMENT CONTRACT, A PERFORMANCE AGREEMENT AND  
DISCLOSURE OF FINANCIAL INTEREST)**

**REMUNERATION: R662, 690.00 – R757, 360.00 –  
R852,020.00 (IN LINE WITH GOVT GAZETTE NO. 37500 ON  
UPPER LIMITS OF TOTAL REMUNERATION PACKAGE PAYABLE  
TO MUNICIPAL MANAGERS AND MANAGERS ACCOUNTABLE TO  
MUNICIPAL MANAGERS**

**MINIMUM COMPETENCY REQUIREMENTS:** • A Post graduate qualification (NQF level 7 as per National Treasury Regulations) in fields of Accounting, finance or Economics. • Certificate in Municipal Finance Management (SAQA ID: 48965); or minimum

Competency levels in Unit Standards • A minimum of 7 years Experience at Senior management and Middle Management Level. • At least 2 years must be at Senior management level • Extensive experience in computerized accounting systems and packages • Basic understanding of the municipal environment • Good knowledge and understanding of relevant policy and legislation; • Good knowledge and understanding of institutional governance systems and performance management; • Strong leadership and people management skills • A high level of reporting skills • Well developed interpersonal skills together with high level of professional ethics and integrity • A valid SA motor vehicle licence.

**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 too 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 alliance with various stakeholders.

**2. Strategic Financial Management:** • Manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.

**3. Operational Financial Management:** • In-depth understanding of program and project management methodology; • Plan, manage, monitor and evaluate related specific activities in order to deliver on municipality's set objectives.

**4. Governance, ethics and values in Financial Management:** • Compilation, planning and management of budget and cash flow within the Department; • Institute Financial risk management and administer procurement processes in accordance with recognised Financial practices • Ethical management of all Financial transactions.

**5. Financial and performance Reporting:** • Direct and initiate Institutional Transformation • Drive and implement new initiatives towards delivery of professional services to the community.

**6. Risk and change Management:** • Promotion of professionalism in managing risk and compliance requirements • Application of a thorough understanding of governance practices and obligations • Direct conceptualisation of relevant policies and enhance cooperative governance relationships.

**7. Project Management:** Be able to provide direction and guide project management within the area of responsibility.

**8. Legislation and policy formulation:** Support and contribute to the formulation of policy and by-laws by the Municipality.

**9. Stakeholder Relations:** Within the area of responsibility, be able to guide, establish and maintain appropriate stakeholders relations.

**10. Supply chain management:** Manage and oversee 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

Applications for Senior Managers Post must be submitted on the Official Application Form as prescribed in terms of **Government Notice no. 37245 for Regulations on Appointment and Conditions of Employment of Senior Managers (also available in our website)**. The form must be accompanied by a detailed CV, certified copies of certificates, ID and other relevant supporting documents. The applications must be submitted or hand delivered to the Human Resources Managers Offices Greater Tugatse Municipality Civic Centre at 1 Kaslonia Street, Burgersfort or they can be posted for the attention of **Acting Municipal Manager Greater Tugatse Municipality P. O. Box 206 Burgersfort 1150. Closing date for submission: 17 April 2015@ 16h00. Enquiries: human resource division @0132311000. During office hours.**

The selection process will be influenced by the Municipality's Employment Equity principles and policies in terms of race, gender and disability. Applications from these designated groups are encouraged to apply. Please note that correspondence will be limited to shortlisted candidates only. Applicants who previously applied are encouraged to re-apply. Applicants who have not been contacted within 30 days after the closing date should assume that their applications were unsuccessful. **Shortlisted candidates will be subjected to screening and vetting process to determine suitability.**

**The Municipality reserves the right not to make any appointment.**

**Moja M.M**  
**Acting Municipal Manager**