

LEJWELEPUTSWA DISTRICT MUNICIPALITY



THE LEJWELEPUTSWA DISTRICT MUNICIPALITY HEREBY INVITES SUITABLY QUALIFIED PERSONS TO APPLY FOR THE FOLLOWING POSITIONS:

CHIEF FINANCIAL OFFICER

(The position is a performance-based 5-year fixed-term contract)

REMUNERATION: A negotiable remuneration package per annum that is all inclusive.

REQUIREMENTS:

- o A BCom degree in Finance or equivalent qualification in Financial Management (with Municipal Finance and Accounting).
- o Minimum five (5) years' experience at Senior Management level in Local Government Finance.
- o Possession of CPMD would be an advantage.
- o Comprehensive knowledge and understanding of Municipal Finance Management Act, Treasury regulations and other legislation including a proven experience in its application.
- o Good practical knowledge of Municipal Property and relevant regulations.
- o Knowledge of GRAP (Generally Recognised Accounting Practices)
- o Track record in preparations and management of strategic plans, business plans and budgeting.
- o An excellent track record in the implementation and maintenance of sound financial systems.
- o The ability to work under pressure.
- o Computer literacy.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- o Strategic leadership and management
- o Strategic financial management
- o Operational financial management
- o Financial and performance reporting
- o Risk and change management
- o Legislation, policy and implementation
- o Understanding and knowledge of financial computer systems
- o Supply chain management
- o GRAP standards

KEY PERFORMANCE AREAS:

- o Responsible, accountable and management of the Financial Services Department regarding policy making, organising, financing, personnel management, utilisation and discipline.
- o Governance management and control.
- o Advise the accounting officer and senior management on the exercise of powers and duties assigned to the accounting offices in terms of MFMA.
- o Supervision and executing powers over the recording of financial transactions to ensure that all financial transactions are accounted for.
- o Ensure implementation of GRAP standards.
- o Prepare the annual financial statement.
- o Compiling the budget according to MTREF standards.
- o Supervision and control over financial aspects of capital projects (financing, loan approvals and borrowing powers).
- o Responsible for the asset register.
- o Ensure the development and implementation of strategies that have a measurable positive impact on financial performance.
- o Overall responsibility and accountability for all income, expenditure, assets and discharge of all liabilities of the municipality.

EXECUTIVE MANAGER: CORPORATE SERVICES

(The position is a performance-based 5-year fixed-term contract)

REMUNERATION: NEGOTIABLE

KEY PURPOSE:

Manage the Corporate Services Department to ensure effective and efficient administration of council matters and management of human resources within prescribed legislation, policies and directives.

REQUIREMENTS:

- Recognised B-degree, B Legal degree or equivalent qualification.
- Knowledge of MFMA, government planning and relevant government regulations and policies.
- Sound analytical and problem-solving skills.
- Proven communication and interpersonal skills.
- Ability to liaise at all levels of the municipality.
- Experience in the preparation, co-ordination and consolidation of budgets for the Corporate Services Department.

KEY RESPONSIBILITIES:

- * Responsible for management of Corporate Services Department.
- * Develop policies, processes and systems with specific reference to the administrative matters of the municipality.
- * Overall management of human resources functions which include but are not limited to the development and updating of all human resources policies and procedures.
- * Provide Municipality with legal advice.
- * Develop, maintain and implement labour relations policies procedures and practices.
- * Manage all administrative functions of the Municipality.
- * Ensure maintenance of archive records of the Municipality.
- * Ensure effective utilisation of all municipal resources allocated to the department.
- * Ensure the implementation of the Employment Equity Plan and reporting thereof.
- * Ensure skills development within the municipality.
- * Development of Batho Pele organisational culture within the department and the municipality.
- * Provide a high quality responsive service to the municipality.
- * Reporting directly to the Municipal Manager.

EXECUTIVE MANAGER: SOCIAL SERVICES

(The position is a performance-based 5-year fixed-term contract)

REMUNERATION: NEGOTIABLE

KEY PURPOSE:

Manage the Social Services Department to ensure effective and efficient administration of Disaster Management, Health and Sports and Recreation services within prescribed legislation, policies and directives.

REQUIREMENTS:

- An appropriate three-year (3) degree or equivalent qualification.
- Knowledge of MFMA, Disaster Management Act, Environmental Health Act, Government planning and relevant government regulations and policies.
- Sound analytical and problem-solving skills.
- Proven communication and interpersonal skills.
- Ability to liaise at all levels of the Municipality.
- Experience in the preparation, co-ordination and consolidation of budgets for Social Services Department.

Duties:

- * Implementation of strategic goals of the municipality.
- * Management of the Social Services Department.
- * Forecasting needs regarding Health Services, Disaster

Management, Sport and Recreation Services.

- * Providing an advisory service to the member of Mayoral Committee and Council with regard to policy issues
- * Ensuring implementation of integrated programmes.
- * Ensuring implementation of Health, Disaster Management, Sports and Recreation Services.
- * Developing standards and procedures for execution of Disaster Management and Social Services activities.
- * Development of a Batho Pele organisational culture within the department and municipality.
- * Provide a high quality of responsive service to the municipality.
- * Reporting directly to the Municipal Manager.

EXECUTIVE MANAGER: MUNICIPAL SUPPORT

(The position is a performance-based 5-year fixed-term contract)

REMUNERATION: NEGOTIABLE

KEY PURPOSE:

Manage the Municipal Support Services to ensure effective and efficient implementation of Civil, Electronic and Mechanical Engineering Services within prescribed legislation, policies and directives.

REQUIREMENTS:

- An appropriate three-year (3) degree or equivalent qualification.
- Knowledge of MFMA, government planning and relevant government regulations and policies regarding Civil, Electronic and Mechanical Engineering Services.
- Sound analytical and problem-solving skills.
- Proven communication and interpersonal skills.
- Ability to liaise at all levels of the Municipality.
- Experience in the preparation, co-ordination and consolidation of budgets for Municipal Support Department.

DUTIES:

- * Implementation of strategic goals of the municipality.
- * Management of the Department.
- * Providing advisory service to the member of the Mayoral committee and the Council with regard to policy issues.
- * Ensuring implementation of integrated programmes.
- * Ensuring implementation of Civil, Electronic and Mechanical Engineering Services.
- * Developing standards and procedures for the execution of engineering activities.
- * Developing standards and procedures for execution of Intergovernmental Relations.
- * Developing standards and procedures for execution of Information Technology and Skills Development activities.
- * Developing standards and procedures for execution of financial technical support.
- * Development of Batho Pele organisational culture within the department and municipality.
- * Provide high quality of responsive service to the municipality.
- * Reporting directly to the Municipal Manager.

EXECUTIVE MANAGER: LED AND PLANNING

(The position is a performance-based 5-year fixed-term contract)

REMUNERATION: NEGOTIABLE

REQUIREMENTS:

Knowledge:

- * Local Government legislation specifically Municipal Systems Act and the Municipal Finance Management Act
- * Management functions
- * Finance and project costing
- * Macro-economic issues in general
- * IDP Requirements
- * Legal aspects

Skills:

- * Computer skills
- * Financial Management
- * Problem Solving
- * Negotiation
- * Conflict management
- * Communication
- * Creativity

Qualifications, training and experience:

- * B-degree in Economics or relevant NQF level 6 qualification.
- * Minimum of 3 years relevant post-qualification experience.
- * Sound knowledge of the MFMA, Treasury Regulations and other legislation, procedures and processes pertaining to Local Government Finance.

KEY RESPONSIBILITIES:

- * Develop detailed operational plan for the department.
- * Ensure that Service Providers meet performance standards in terms of agreed quality, budget and timelines.
- * Promote tourism through aggressive marketing of Lejweleputswa District Municipality.
- * Ensure registration and accreditation of tourism facilities.
- * Maintain tourism database of the district.
- * Establishment of the Arts Forum for the district.
- * Update and implement LED Strategy Plan.
- * Establish District Economic Forum for the monitoring and the implementation of LED strategy and plan.
- * Facilitate Free State ASGISA programme in the Lejweleputswa Region.
- * Ensure timely preparation of the Department's budget, based on the approved IDP and the management thereof.
- * Solicit funding from funding agencies/sources for initiated LED and tourism projects within the district as a whole.
- The Lejweleputswa District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

DIRECTIONS TO CANDIDATES

1. Applications, together with a comprehensive CV and certified copies of qualifications, can be directed to: **The Municipal Manager, Lejweleputswa District Municipality, cnr. Tempest and Jan Hoffmeyer Road, PO Box 2361, WELKOM 9459.**
2. **Late, faxed and/or e-mailed applications will not be considered.**
3. Canvassing will automatically disqualify a candidate.
4. Enquiries should be directed to the **Human Resources Section, MS Selina Maselwanyana at tel: 057 353 3094.**
5. Should you not receive any response within 30 days after the closing date consider your application unsuccessful.
6. The Municipality reserves the right to make no appointment.

Closing date: 9 September 2011

**NONTSIKELELO EUNICE AARON
MUNICIPAL MANAGER**