

PHOKWANE LOCAL MUNICIPALITY



Phokwane Local Municipality in Hartswater, Northern Cape, invites applications from suitably qualified candidates to fill the following vacant position within its establishment

DEPARTMENT : Office of the Municipal Manager
POSITION : Municipal Manager (Contact appointment)
REFERENCE : 27/22
CENTRE : Hartswater, Northern Cape

A. Annual Total Remuneration Package:

R 1,046,220 (minimum) to R1,286,072 (maximum): Negotiable in term of Government Gazette No 46640 of 17 August 2022) i.e. Upper Limits of Total Remuneration Package to Municipal Managers and Managers Directly Accountable to the Municipal Managers (Grade 2 Municipality).

B. Term of Appointment:

5 years Fixed-contract

C. Year of experience:

Five (5) years local government experience at a senior management level and must have proven institutional transformation records in the public or private sector.

D. Minimum Qualifications / Requirements:

- Bachelor Degree in Public Administration / Political Sciences / Social Sciences or Law qualification, registered on the National Qualifications Framework
- Compliance with all the requirement as contained in the Municipal Regulations on Minimum Competency level, Gazette 46640 of 17 August 2022, i.e South African Qualifications Authority Qualification ID No 48965 for Accounting Officer of Municipalities. e.g CPMD / MFMP, etc. If a newly appointed person is not in possession of this Competency, he / she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 03 February 2017, as promulgated in Government Gazette No 46640;
- A postgraduate qualification in the fields related to public administration will be an added advantage;
- A valid driver's licence.

E. Core Competencies:

- As stipulated in Annexures A and B of the Regulations on Appointed on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 46640 dated 17 January 2014;
- Advanced knowledge and understanding of relevant policy legislation, institutional governance systems and performance management;
- Advanced understanding of municipal council operational and delegation of powers;
- Proven track records of good governance, audit and risk management budget and finance management;
- Ability to be an innovative and strategic leader;
- Good facilitation and communication skills.

F. Responsibilities:

- To comply with the functions of the Municipal Managers as prescribed in section 55 of the Municipal System Act 32 of 2000;
- Provide strategic and ethical leadership and management to achieve the vision of the municipality;
- Development and management of an economically effective, accountable administration which is equipped to implement municipality Integrated Development Plan to operate in accordance with the Municipal Performance Management System and to understand to need of the community;
- Responsible for all income and expenditure of the Municipality all assets the discharge of all liabilities of the Municipality as well as the proper and diligent compliance with applicable municipal finance management legislation;
- Management of the provision of service to the local community in a sustainable and equitable manner;
- Appointment, training, discipline and effective utilisation of staff as well as promotion of sound labour relations;
- Promotion of sound labour relations and compliance with applicable labour legislation;
- Advise the political structures and political office-bearers of the municipality as well as carrying out their decisions;
- Administration and implementation of the Municipality by-laws and other legislation;
- Exercise any power and performing any duties delegated by the municipal council or by other delegating authorities of the municipality;
- Facilitate participation by the local community in the affairs of the Municipality;
- Develop and maintain a system for the assessment of the community satisfaction with municipal services;
- Represent the municipality at provincial and national level;
- The performance of any other function that may assigned by the Municipal Council and as Accounting Officer.

NB: For Municipal Manager post:

Enquiries: Cllr. T. Afrika: Mayor at 053 474 9700 during officer hours (08h00 - 16h00)

DEPARTMENT : **Budget & Treasury (Re-advertisement)**
POSITION : **Chief Financial Officer**
LEVEL : **Manager Directly Reporting to the Municipal Manager**
REFERENCE : **28/22**
CENTRE : **Hartswater, Northern Cape**

G. Annual Total Remuneration Package:

Total annual remuneration package of R 859 002 (minimum) to R1 055 932 (maximum). A Remote Allowance not exceeding 4 % of the Total Annual Remuneration Package may also be payable.

H. Appointment status:

Permanent appointment

I. Years of experience:

Five (5) years relevant experience, at middle management or senior management in local government environment and must have proven institutional transformation records in the public or private sector.

J. Minimum Qualifications / Requirements:

- Bachelor degree in Accounting / Finance / Auditing or Cost and Management Accounting qualification, registered on the National Qualifications Framework;
- Compliance with all the requirement as contained in the Municipal Regulations on Minimum Competency level, Gazette 46640 of 17 August 2022, i.e South African Qualifications Authority Qualification ID No 48965 for Accounting Officer of Municipalities. e.g CPMD / MFMP, etc. If a newly appointed person is not in possession of this Competency, he / she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 03 February 2017, as promulgated in Government Gazette No 46640;
- Computer skills covering all applications;
- Knowledge and experience of financial management systems;
- Registration with relevant professional body will be an advantage;
- Advanced 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;
- Understanding of Good governance;
- Knowledge and understanding of Audit and Risk management systems and operations thereof;
- Ability and record of transformational leadership in improving operations and audit outcomes of the Institution;
- Advance knowledge and skills of municipal finance management, budgeting and reporting;
- Good knowledge of supply chain management legislations & regulations;
- Advance knowledge and operations of the MFMA (including MFMA Regulations), GRAP, GAMAP, DORA, Treasury regulations;
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders;

- A valid driver's license.

K. Core Competencies:

- Strong analytical aptitude.
- Risk assessment skills.
- Innovation management.
- Leadership skills.
- Strategic mindset.
- Communication and collaboration.

L. Responsibilities:

Provides strategic financial management direction, advice and leadership to the Budget and Treasury Directorate and the Local Municipality. Ensure the provision of an effective financial management service by implementing and maintaining an effective financial management service in line with applicable policies, procedure, standards, practices, anti- corruption measures. Render an effective accounting service within the municipality. Ensure planning that is consistent with the MTEF, MFMA and Treasury Regulations. Develop and maintain effective revenue collection system that are consistent with the applicable legislation. Ensure an effective system of expenditure management. Support and advice the Accounting Officer and other senior managers in the execution of their functions on finance related matters. Oversee and lead the budgeting process in compliance with National Treasury guidelines. Preparation of statutory reports including Annual Financial Statements and Annual Report. Compile and manage the Municipality's Annual Capital and Operating Budget. Provision of management consultancy to other line managers on financial management & budgeting.

DEPARTMENT	:	Community Services (Re-advertisement)
POSITION	:	Director Community Services
LEVEL	:	Manager Directly Reporting to the Municipal Manager
REFERENCE	:	29/22
CENTRE	:	Hartswater, Northern Cape

A. Annual Total Remuneration Package:

Total annual remuneration package of R859,002 (minimum) to R1,055,932 (maximum). A Remote Allowance not exceeding 4 % of the Total Annual Remuneration Package may also be payable.

B. Appointment status:

Permanent Basis

C. Years of experience:

Five (5) years relevant experience at middle or senior management level in local government environment and must have proven institutional transformation records in the public or private sector.

D. Minimum Qualification / Requirements:

- Bachelor Degree in Social Science / Public Administration or Law qualification, registered on the National Qualifications Framework;
- Compliance with all the requirement as contained in the Municipal Regulations on Minimum Competency level, Gazette 46640 of 17 August 2022, i.e South African Qualifications Authority Qualification ID No 48965 for Accounting Officer of Municipalities. e.g CPMD / MFMP, etc. If a newly appointed person is not in possession of this Competency, he / she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 03 February 2017, as promulgated in Government Gazette No 46640;
- Registration with a recognised relevant professional body will be an added advantage;
- In-depth knowledge of local government legislation;
- A sound knowledge of and exposure to, local government and its operations;
- Sound knowledge of budget and financial management;
- Sound visionary, strong leadership and management skills, strategic thinking and decision-making abilities;
- Excellent communication skills (verbal and written);
- A clear understanding of the developmental challenges facing local government;
- The proven ability to liaise and interact with individuals, role players and agencies on a senior level in all three spheres of government;
- The ability to develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the municipality;
- The ability to integrate service delivery in the context of the council's IDP and oversee the related budget and implementation;
- A track record of leading change management initiatives;
- Functional computer skills in all applications;
- A valid Driver's licence

E. Core competencies:

- Management skills.
- Written and verbal communication skills.
- Strategic decision-making skills.
- Analytical skills.
- Adaptability.
- Creativity.
- Empathy.
- Visionary leadership.

F. Key Performance Areas (KPAs):

Lead and direct the provision of Traffic and Community Safety; Fire and Rescue; Disaster Management; Library services, Spatial Development and Planning, Building Regulations, Solid Waste Management; Parks and Recreation and Cemeteries to the community in a sustainable and equitable manner. Develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the Municipality. Integrate service delivery in the context of the Council's IDP and oversee implementation. Manage the directorate budget planning, implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan. Providing advice and support to Council, the Municipal Manager and other office bearers on all functions of the Directorate

DEPARTMENT : Technical Services (Re-advertisement)
POSITION : Director Technical Services
LEVEL : Manager Directly Reporting to the Municipal Manager
REFERENCE : 30/22
CENTRE : Hartswater, Northern Cape

A. Annual Total Remuneration Package:

Total annual remuneration package of R859,002 (minimum), to R1,055,932 (maximum). A Remote Allowance not exceeding 4 % of the Total Annual Remuneration Package may also be payable.

B. Appointment status:

Permanent appointment

C. Years of experience

Five (5) years relevant experience at middle or senior management level in local government environment and must have proven institutional transformation records in the public or private sector.

D. Minimum Qualification / Requirements:

- Bachelor of Science Degree in Engineering or Civil Engineering qualification, registered on the National Qualifications Framework;
- Compliance with all the requirement as contained in the Municipal Regulations on Minimum Competency level, Gazette 46640 of 17 August 2022, i.e South African Qualifications Authority Qualification ID No 48965 for Accounting Officer of Municipalities. e.g CPMD / MFMP, etc. If a newly appointed person is not in possession of this Competency, he / she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 03 February 2017, as promulgated in Government Gazette No 46640;
- Registration with ECSA or recognised engineering professional body will be an advantage;
- Excellent knowledge of statutory requirements in local government;
- Good communication and facilitation skills;

- A clear understanding of the developmental challenges facing local government;
- The proven ability to liaise and interact with individuals, role players and agencies on a senior level in all three spheres of government;
- The ability to develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the municipality;
- The ability to integrate service delivery in the context of the council's IDP and oversee the related budget and implementation;
- A track record of civil engineering operations and management;
- Project management skills;
- Functional computer skills in all applications;
- A valid Driver's licence.

E. Core competencies

- Management skills.
- Written and verbal communication skills.
- Strategic decision-making skills.
- Analytical skills.
- Adaptability.
- Creativity.
- Empathy.
- Visionary leadership.

F. Key Performance Areas (KPA's):

Lead and direct the provision of bulk service provision, master planning, housing, road, electricity, construction and building maintenance, water management and sanitation to the community in a sustainable and equitable manner. Lead in project management. Develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the Municipality. Integrate service delivery in the context of the Council's IDP and oversee implementation. Manage the directorate budget planning, implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan. Providing advice and support to Council, the Municipal Manager and other office bearers on all functions of the Directorate

DEPARTMENT : **Corporate Services**
POSITION : **Director: Corporate Services**
LEVEL : **Manager Directly Reporting to the Municipal Manager**
REFERENCE : **31/22**
CENTRE : **Hartswater, Northern Cape**

A. Annual Total Remuneration Package:

Total annual remuneration package of R859,002 (minimum) to R1,055,932 (maximum). A Remote Allowance not exceeding 4 % of the Total Annual Remuneration Package may also be payable.

B. Appointment status:

Permanent appointment

C. Years of experience

Five (5) years relevant experience at middle or senior management level in local government environment and middle management level performing Corporate Services functions

D. Minimum Requirements / Requirements:

- Bachelor degree in Public Administration/ Management Science/ Law or Human Resource Management qualification, registered on the National Qualifications Framework;
- Compliance with all the requirement as contained in the Municipal Regulations on Minimum Competency level, Gazette 46640 of 17 August 2022, i.e South African Qualifications Authority Qualification ID No 48965 for Accounting Officer of Municipalities. e.g CPMD / MFMP, etc. If a newly appointed person is not in possession of this Competency, he / she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 03 February 2017, as promulgated in Government Gazette No 46640
- Have proven successful management experience in administration;
- Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG37245 dated 17 January 2014;
- Successful complete all the Prescribed Minimum Competency Level in Unit Standards as required in Regulation 7 provided for in Government Regulation No.493, published in GG 29967 dated 15 June 2007, as amended by GN.R 1146 AS published in GG 41996 dated 26 October 2018, alternatively with Government Notice Regulation, No. 1146 of 26 October 2018, as promulgated in Government Gazette No.41996;
- Excellent facilitation and communications skills in at least two of the three official languages of the Northern Cape: • Adherence to Schedule 2 of Government Gazette 37245 dated 17 January 2014;
- Own transport Ability to communicate and negotiate at all levels of government and with all relevant stakeholders;
- A valid driver's license.

E. Core competencies

- Management skills
- Written and verbal communication skills
- Strategic decision-making skills
- Analytical skills
- Adaptability
- Creativity
- Empathy
- Visionary leadership.

F. Key Performance Areas (KPA):

Provide Strategic Corporate support services to all directorates in terms of appointment, including signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act and declaration of financial interest. Coordinate and oversight function of all specialized support functions. Plan, lead, direct, develop and coordinate policies. Provide leadership in the management of audit process. Ensure legal compliance activities. Information and Communication Technology (ICT). Assess technology needs and make upgrade recommendations. Set short- and long-term IT implementation goals. Calculate the costs of current and future IT systems. Manage other IT professionals, including tech support staff, software developments, etc. Communications & Customer Relations Management. Administration Services and ensure compliance with regulations. Council and Committee administration.

DEPARTMENT	:	Audit, Risk and Performance Committee Members (x3)
POSITION	:	Audit Committee
LEVEL	:	Reporting to Municipal Council
REFERENCE	:	32/22
CENTRE	:	Hartswater, Northern Cape

A. Total Remuneration Package:

Compensation determined by National Treasury and approved Council policies,

B. Term of Appointment:

- 3 years appointment.
- Council in consultation with the Accounting Officer of Phokwane Local Municipality may renew the appointment period for another term.

C. Year of experience:

- Five (5) years Performance management /Audit/Financial/Legal/Risk Management environment;
- Management experience gained from Public and Private Sector;
- Experience in participating in governance structure. and ability to dedicate time to the activities of Phokwane Local Municipality's Audit, Risk and Performance.

D. Core Competencies:

- Technical auditing, performance management, risk management, legal and accounting skills;
- Critical thinking and business skills in municipal / government environment;
- Ability to dedicate time to the activities of Phokwane Local Municipality's Audit, Risk and Performance Committee,
- Inquisitive personality within reasonable levels of probing, analytical reasoning abilities;
- Good interpersonal and communication skills, and a fair understanding of the regulatory framework within which national departments operate.
- Fair understanding of the regulatory framework within which local government operates.

E. Key performance areas:

Participate in governance structures. Serve and dedicate time to the activities of Phokwane Local Municipality Audit, Risk, Performance committee. Sit in four statutory committee meetings per annum and additional meetings. Overseeing the Internal Audit unit of Phokwane Local Municipality. Comply with Section 166 of the Municipal Finance Management Act (MFMA).

NB: For Director posts and Audit Committee:

Enquiries: Ms. B. Mgaguli: Acting Municipal Manager (053 474 9700) during officer hours (08h00 - 16h00)

Please Notes:

- No late or faxed and / or electronic application will be considered;
- Only hard- copy application will be considered;
- Candidates are required to complete the prescribed "Annexure C " application form as per Regulations on Appointment and Conditions of Employment of senior Managers Government Notice 21 in Government Gazette 37 January 2014 which is obtainable from internet at www.gpwonline.co.za (failure to do so will result in the candidates being will be subjected to security vetting/ screening , verification of qualifications and employment history / reference check and competency assessment and should also disclose financial interests;
- Phokwane Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement etc. Should it be discovered that the successful candidates submitted false or insufficient information which resulted to the contravention of the provision of

- Municipal Council Policies, Municipal System Amendment Act No 7 of 2011 or any other relevant legislation;
- Canvassing of councillors with the purpose of being appointed is not allowed and proof of such canvassing will lead to disqualification.

NB: Applications not accompanied by the above-mentioned documents will not be considered.

If you meet the stated requirements a **detailed CV, Certified copies of academic qualification Identity Document and Driver License** (Certified copies must not be older than 3 Months) should be addressed to **Ms. B. Mgaguli. Acting Municipal Manager, Phokwane Local Municipality, Private Bag X3 Hartswater Northern Cape 8570** or hand delivered at **24 Hertzog Street (Registry Office) Phokwane Local Municipality Hartswater Northern cape.**

Closing Date: 10 January 2023

If no communication has been received from us within three (3) months after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.

Notice Issued by:

**Councillor T. Afrika
The Mayor Phokwane Local Municipality
24 Hertzog Street
Private Bag x3
Hartswater
Northern Cape Province**