

**Moghaka Local Municipality, with its Head Office in Kroonstad in the Free State Province, invites suitable candidates to apply for the following positions:**

**Department: Municipal Manager**

## **Municipal Manager**

**Salary: Section 57 (Negotiable)**

**Job purpose:** The incumbent will be responsible for the leadership and direction of the administration of the Municipality through effective strategies to fulfill the objectives of the Local Government provided for in the Constitution of the Republic of South Africa, and any legislative framework that governs Local Government. He/she will also foster relationships between the Municipal Council and the administrative arm of the Municipality, as well as key stakeholders, and create an environment that defines the purpose and role of Local Government as a means to involve people in shaping the future of our communities.

**Minimum requirements:** • B degree in Public Administration or Public Management, Law or related field • 5 years' proven experience in a Senior Management position in Local Government • Postgraduate degree would be an added advantage • Extensive and practical knowledge of Local Government • Proven experience in Local Economic Development, Integrated Development programmes and sustainable rural development, and expertise in dealing with risk management • Ability to communicate and negotiate, at all levels of Government and with all the relevant role-players • Ability to provide strategic, visionary and innovative leadership • Knowledge of the Performance Management System in a Local Government • It will be a requirement that the successful candidate must meet the minimum requirements for the post as laid down in Government Gazette No 29967, dated 15 June 2007, by 2013 • Valid Code 08 driver's licence.

**Key performance areas:** • Assume responsibilities of an Accounting Officer and Head of Administration • Manage the interface with the Executive Mayor and Council so that the administration is aligned with the priorities of the Council • Provide an advisory and support service to the Executive Mayor, Executive Committee and Council with regard to policy issues • Provide leadership and accountability in Audit, Fraud, Risk Management and Governance matters • Ensure implementation of IDP, LED and Sustainable Rural Development • Ensure development and implementation of the Performance Management System as prescribed in the Municipal Systems Act • Facilitate participation by Local Communities in the affairs of the Municipality • Strategically manage the use of Council's resources to ensure economic, effective and efficient service delivery • Manage the Municipality's administration in accordance with the Constitution, Local Government Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act and other applicable legislation • Ensure sound cooperative governance • Manage provision of services to local communities in a sustainable and equitable manner • Promote sound Labour Relations and compliance by the Municipality with applicable labour legislation • Form and develop an economic, efficient and accountable administration • Appoint, manage, effectively utilise and train staff and maintain staff discipline • Be responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality and proper and diligent compliance with applicable Municipal Finance Management legislation.

**Benefits:** Performance bonus in terms of Council's Performance Management System.

**Department: Community & Emergency Services**

## **Manager: Community & Emergency Services**

**Salary: Section 57 (Negotiable)**

**Responsibilities:** • Perform highly responsible and professional technical and administrative work involving all community services, including parks, recreation, cemeteries, public safety, protection services (traffic, fire and disaster management and security), refuse removal and disposal and libraries and other public amenities • Strategically plan, organise, lead and control all activities of the Directorate • Draft and control the Directorate's activity-based budget • Develop and implement the Directorate's SDBIP and lead and direct staff to ensure implementation • Develop strategies that enhance service delivery in the Municipality and promote good relations and participation of beneficiaries • Take responsibility for all assets, income and expenditure related to the Directorate • Ensure that municipal services related to the area of responsibility are provided to the local community in an equitable manner, taking into consideration quality, cost and time • Consult the local community about municipal services within area of responsibility • Support municipal strategy • Perform any other functions as requested by the Municipal Manager and Council.

**Key performance areas:** • Financial and supply chain management competencies as described in the National Treasury Minimum Competency Framework for other Senior Managers are essential • Core managerial competencies as described in the COGTA Performance Regulations are essential.

**Minimum requirements:** • Appropriate Bachelor's degree and/or appropriate NQF Level 6 qualification • Minimum of 5 years' relevant experience at a Management level in a Local Government environment, coupled with relevant experience in a municipal environment • Extensive knowledge and understanding of community services and public safety functions • Understanding of legislation relating to parks, recreation and cemeteries, culture, amenities, traffic management, fire and disaster management, libraries, cleansing and solid waste management • Understanding of legislation governing Local Government, including MFMA and Municipal Systems Act • Computer literacy, with MS Word and Projects experience • Knowledge of the National Environmental Management Act would be an added advantage • Ability to work under pressure and adhere to tight deadlines.

**Department: Finance**

## **Supply Chain Manager**

**Salary: Level 3 of a Grade 9 Municipality**

The role should ensure effective management of all supply chain processes and activities within the Municipality.

**Key performance areas:** • Establish and implement a supply chain management system with associated policies • Ensure development and implementation of cost-effective measures to prevent fraud, corruption, favouritism, and unfair, irregular practices • Manage the establishment and maintenance of an accredited Municipal Supplier/Service provider database • Manage centralised store facilities • Advise the Municipal Manager on the establishment of tender/bid committees • Act as a final check (before payments) on goods and services acquired by the Municipality (ie in terms of quotations, pricing, service level agreements, deliveries, approvals, etc).

**Minimum requirements:** • Bachelor of Commerce degree • 3 years' management experience in a finance environment, specifically in procurement • Knowledge of the municipal environment and Municipal legislation, specifically related to finance • Knowledge of project management • Information systems and people management skills.

**NB:** Application forms are not available. Applicants should submit a covering letter, accompanied by a comprehensive CV and certified copies of qualifications. Short-listed candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application had been unsuccessful.

The Municipality subscribes to Affirmative Action and Employment Equity.

**Please forward your application to: The Municipal Manager, Moghaka Local Municipality, PO Box 302, Kroonstad 9500. No late, faxed or e-mailed applications will be accepted.**

**Enquiries:** Manager: Corporate Services, tel. (056) 216-9397

**Closing date:** 11 May 2012

**MS Mqwathi - Municipal Manager**

**Notice No 9/2012**



**Moghaka Municipality**