



NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY

Cnr. Carrington Str and 1st Avenue, Industrial Site, Mahikeng, 2745 | Tel: (018) 381 9400|Fax (018) 381 4300
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OFFICE OF THE MUNICIPAL MANAGER

Ngaka Modiri Molema District Municipality Category No. 2 Municipality in terms of government gazette No. 37500 of March 2014 is situated in Mahikeng in the North West Province, hereby invites applications from appropriately experienced and qualified persons to fill this vacancy.

MUNICIPAL MANAGER

To be stationed in Mahikeng

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 40118 dated 4 July 2016

(Minimum R885 394.00 per annum; Midpoint R994 824 00 per annum; Maximum R1 104 255.00 per annum). Incumbent shall be expected to sign a performance agreement and disclosure of financial interest. To undergo security vetting and competency test assessment.

REQUIREMENTS: B Degree in public administration/political sciences/social sciences/law or equivalent. A postgraduate qualification in fields related to public administration will be an added advantage. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 is an added advantage. Five years relevant experience at senior management level, have proven successful institutional transformation within public or private sector. Extensive knowledge and understanding of legislation pertaining to Local Government and financial management, service delivery innovations and strategic capabilities. Advanced Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook). Valid driver's licence and NO criminal record.

KNOWLEDGE: Advanced knowledge 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. Proven track record of good governance, audit and risk management, budget and finance management. Ability to be an innovative and strategic leader. Good facilitation and communication skills.

KEY PERFORMANCE AREAS: The overall management of the Municipality in order to ensure efficient and effective provision of services, promoting economic growth, facilitation social and economic development, and long term sustainability of the Municipality. The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community. Perform all functions, duties and responsibilities as contained in the relevant local government legislations such as, but not limited to, The Constitution, MFMA, Municipal Structures Act, Municipal Systems Act, Promotion of Administrative Act etc. Ensuring the streamlining of staff towards core basic service delivery. Responsible for the overall management of the municipality. Provide general strategic management to ensure that the municipality meets the five (5) Key Performance Areas and the outcomes of LGTAS: Handling the implementation of the Integrated Development Plan; Effective governance; Internal financial control and internal audits; Risk management; Accounting policies; Review the Annual Financial Statement to provide the Council of the Municipality with an authoritative and credible view of the financial position of the Municipality. Promote labour relations. Render strategic leadership during development, implementation and monitoring of the Integrated Development Plan (IDP) and Performance Management System (PMS) by providing suitable performance indicators. Perform such other functions as may be prescribed.

SENIOR MANAGER: CORPORATE RESOURCE SUPPORT SERVICES

To be stationed in Mahikeng

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 38946, No. 40118 dated 4 July 2016

(i.e. Min. R726 954; Mid. R816 803; Max. R906 651 per annum). Incumbent shall be expected to sign a performance agreement and disclosure of financial interest. To undergo security vetting and competency test assessment.

REQUIREMENTS: Bachelor Degree in Public Administration/ Management Sciences/ Law; or equivalent. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 is an added advantage. Five years relevant experience at middle management level preferably within Local government. Have proven successful management experience in administration. Advanced Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook). Valid driver's licence and NO criminal record.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation. Good understanding of institutional governance systems and performance management. Good knowledge of corporate support services, including: Human capital management, Legal services, Facilities management, Information communication technology and Council support. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). Good governance. Labour Relations Act, and other labour related prescripts. Legal background and Human capital management. Knowledge of coordination and oversight of all specialised support functions. Budget and finance management. Ability to be an innovative and strategic leader. Good facilitation and communication skills in at least two of the official languages of the North West Province. Understanding of ICT function.

KEY PERFORMANCE AREAS: Implement municipal transformation and institutional development within the municipality. Have proven successful management experience in administration. Provide strategic leadership in HR Strategy implementation and Labour matters. Good knowledge of corporate support service including: Human Capital management, Organizational development, Information and Communication Technology (ICT), Council support, Legal services and Labour relations. Implement employment equity plan in line with NMMDM Equity plan. Good knowledge of supply chain management and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000). Knowledge of coordination and oversight of all specialized support function.

SENIOR MANAGER: PLANNING AND DEVELOPMENT

To be stationed in Mahikeng

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 38946, No. 40118 dated 4 July 2016

(Minimum R726 954.00 per annum; Midpoint R816 803; Maximum R906 651 per annum). Incumbent shall be expected to sign a performance agreement and disclosure of financial interest. To undergo security vetting and competency test assessment.

REQUIREMENTS: BSC Degree in Building Science/ Architect/Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 is an added advantage. Five years relevant experience at middle management level and have proven successful Professional Development/ Town and Regional Planning experience. Project management Certificate or Diploma; and Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002) will be an added advantage. Advanced Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook). Valid driver's licence and NO criminal record.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation. Good understanding of institutional governance systems and performance management. Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). Knowledge of geographical information systems (GIS) and knowledge of spatial, town and development planning. Budget and finance management. Ability to be an innovative and strategic leader. Policy formulation, monitoring and evaluation. Good facilitation and communication skills.

PERFORMANCE AREAS: Promote and guide the spatial and physical development of the district through integrated, strategic development and regulatory framework. Promote spatial efficiencies and play a strategic role in advancing the principles and objectives of sustainable development. District planning, policy and system planning. Economic development. Integrated Development Plan (IDP). Performance Management System. Implement departmental Service Delivery Budget Implementation Plan (SDBIP). Facilitates stakeholder participation and involvement.

CHIEF FINANCIAL OFFICER

To be stationed in Mahikeng

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 40118 dated 4 July 2016

(Minimum R726 954 per annum; Midpoint R816 803 per annum; Maximum R906 651 per annum). Incumbent shall be expected to sign a performance agreement and disclosure of financial interest. To undergo security vetting and competency test assessment.

REQUIREMENTS: B degree in fields of Accounting, Financial Management, Economics or Chartered Accountant (SA). Minimum of 5 years' experience at middle management level. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 is an added advantage. Computer literacy covering all applications. Advanced Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook). Valid driver's licence and NO criminal record. Registration with professional body will be added advantage.

KNOWLEDGE: Advanced knowledge 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. Good governance. Audit and Risk management establishment and functionality and Budget and finance management. Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000). Ability to prove strategic, visionary and innovative leadership. An in-depth practical knowledge and understanding of the MFMA, GRAP, GAMAP, DORA, Treasury regulations, Municipal policies and By-laws. Ability to communicate and negotiate at all levels of government and with all relevant stakeholders. Good facilitation and communication skills.

KEY PERFORMANCE AREAS: 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 inclusive of policies, procedures, standards, practices, anti-corruption measures and an effective accounting service within the Municipality. Provides strategic direction to the financial planning and budgeting process within the Municipality, and ensure that the strategic plan is consistent with the MTEF, MFMA and Treasury Regulations. Ensure effective revenue collection systems that are consistent with the Municipal Systems Act and an effective system of expenditure management. Supports the Accounting Officer and other Senior Managers in the execution of their functions. Oversee and lead the budgeting process in compliance with National Treasury guidelines and to monitor the utilisation of budgets within the organisation.

SENIOR MANAGER: TECHNICAL SERVICES

To be stationed in Mahikeng

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 40118 dated 4 July 2016

(Minimum R726 954.00 per annum; Midpoint R816 803.00 per annum; Maximum R906 651.00 per annum). Incumbent shall be expected to sign a performance agreement and disclosure of financial interest. To undergo security vetting and competency test assessment.

REQUIREMENTS: Bachelor of Science Degree in Engineering/ BTech Engineering; or equivalent. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 is an added advantage. Five years relevant experience at middle management level or as programme /project manager. 3 - 4 years must be at professional / management level engineering management experience. Proficiency in Engineering Codes and Standard pertaining to Municipal Infrastructure Projects. Advanced Computer literacy in Microsoft Office (Word, Excel, PowerPoint and Outlook). Valid driver's licence and NO criminal record.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation. Good understanding of institutional governance systems and performance management. Must have extensive knowledge of the public office environment. Must be able to formulate engineering master planning, project management and implementation High level knowledge of project management, knowledge of infrastructure and civil engineering, decision-making capabilities, personnel motivation and leadership. Financial and performance management reporting. Ability to be an innovative and strategic leader. Certificate of competency as required in terms of the General Machinery Regulations, 1988. Registration with a recognised relevant engineering professional body.

KEY PERFORMANCE AREAS: Develops, Implement, Monitor and control capital projects and contract administration. Establishing the key performance indicators and measures for determining and accessing the level of service delivery. Ensure the implementation of IDP strategic objectives of the department and district. Ensure legal compliance in terms of Occupational Health and Safety Act. Project-manage Labour Intensive Projects in line with the Extended Public Works Programme (EPWP) framework and reporting requirements. Ensure compliance of all legal aspects and conditions required from the different spheres of government. Manage related Municipal Infrastructure Grant Programs (MIG). Manage the budget and human resource of the department in line with the council policies. Provide institutional and technical support to the local municipalities, Office of the Executive Mayor and Municipal Manager. Policy development and technical guidelines and processes. Liaising with other spheres of government departments and relevant outside bodies. Accountable for the development and maintenance of the district roads. Efficient and effective development and management of systems, procedures, processes, and resources for the day to day operation of the department.

**Enquiries: Ms Basetsana Mahape @ 018 381 9400 Ext. 9422
CLOSING DATE: 2 December 2016**

Ngaka Modiri Molema District Municipality is an Equal Opportunity Employer and subscribes to the principles enshrined in the Employment Equity Act. Persons from designated groups are encouraged to apply.

All applications must be on the official application form obtainable on www.nmmdm.gov.za website together with your detailed CV and certified copies of certificates to: **The Municipal Manager, Ngaka Modiri Molema District Municipality, Private Bag X 2167, MAHIKENG, 2745**

Or hand deliver to: Human Resource, Corner Carrington Rd & First Avenue, Industrial Site, Mahikeng, 2745

Applicants not contacted for personal interview within a period of three months after the closing date should assume that they were unsuccessful. Fraudulent qualifications, information or documents and canvassing for appointment are strongly prohibited and will disqualify applicants. All shortlisted applicants will be subjected to security clearance and competency assessment. All successful candidates will be expected to sign employment contract, performance agreement and financial disclosure.