



EMADLANGENI

LOCAL MUNICIPALITY

Emadlangeni Municipality as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht invites suitably and qualified candidates to apply and fill the following vacant management positions:

DEPARTMENT OF CORPORATE SERVICES

DIRECTOR: CORPORATE SERVICES (5 YEAR CONTRACT)

Salary: R701 009.00 – R855 698.00 per annum

Requirements: Bachelor's Degree in Public Administration/ Management Sciences/ Law or equivalent qualification • Must have Municipal Finance Management Programme (MFMP) • 5 years experience at middle management level • Have proven successful management experience in administration • Good knowledge and understanding of relevant policy and legislation • Good knowledge and 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 services • Good knowledge of contract management • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, (Act 5 of 2000) • Good governance knowledge • Labour Relations Act, and other labour-related prescripts • Legal background and human capital management • Knowledge of coordination and oversight of all specialised support functions • Computer literate • A valid driver's licence. **Added advantage:** Registration with the Institute of Local Government Management of South Africa, or similar recognised relevant professional body.

Duties: Reporting directly to the Municipal Manager, the successful incumbent will be responsible and accountable for the following: Responsible for the Departmental SDBIP • Responsible for the Departmental Budget • Responsible for information communication technology • Responsible for the development of Council policies, by-laws, rules and orders • Responsible for the provision of legal and advisory services to Council • Analyse and interpret existing and new legislation and ensure that all suitable laws, ordinances, by-laws and regulations are kept up to date and correctly executed • Compile and issue public notices in accordance with the legal requirement • Represent the Council as an employer in the Bargaining Council, Industrial Council and the Local Labour Forum and is responsible for coordinating the position, research and prepare employer's response to issues and demands and to obtain Council resolution where required • Provide advice and guidance to Council, the Municipal Manager and Heads of Departments with regard to human resources policies, strategies and processes as well as existing and new legislation on human resources management • Responsible for registry, archives and municipal records • Responsible for human resources • Responsible for council support and secretariat services including agendas and minutes • Provide reports and items to Council with regard the Corporate Services operations • Co-ordinate the portfolio committee meetings of the Corporate Services.

DEPARTMENT OF BUDGET AND TREASURY

CHIEF FINANCIAL OFFICER(5 YEARS FIXED TERM CONTRACT)

Salary: Negotiable In Terms Of Government Gazette No. 40118 Dated 04 July 2016; Minimum Package R 700 116.00 – Mid Point R 777 908.00 – Maximum R 855 698.00; Plus Performance Bonus

KEY REQUIREMENTS: Relevant degree in Accounting/Finance/Economics or equivalent • At least five years' experience in Finance Management in Local Government or similar environment • Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007 • Knowledge and understanding of financial computer systems • Sound knowledge and understanding of Municipal Finance Management Act, Treasury Regulations and other legislations • Good knowledge and understanding of institutional governance systems and performance management • A proven ability to communicate and negotiate in all spheres and levels of Government • Advanced leadership skills, such as excellent interpersonal skills, managerial skills, strategic focus and ability to review concepts holistically • Ability to work under pressure

KEY PERFORMANCE AREAS: Manage and be responsible for planning, organizing, leading and controlling all activities of Finance Department • Manage financial risks, budget and treasury office • Responsible for budget preparation, financial reporting, cash management, debt management, asset management and other duties as delegated in terms of MFMA and also as delegated by Accounting Officer • Compile financial statements as regulated • Advise Accounting Officer and Mayor on the exercise of powers and duties assigned to them in terms of MFMA • Ensure development and implementation of strategies and programmes that will ensure effective, efficient and sustainable financial performance of the municipality • Ensure implementation of Generally Recognized Accounting Practices (GRAP) • Ensure implementation of Municipal Standard Chart of Accounts (MSCOA)

KEY COMPETENCIES: Strategic capability, organizing and presentation skills • Communications skills • Programme and Project Management Skills • Financial Management • Problem Solving Management • People Management and Empowerment • Service Delivery innovation • Knowledge of Performance Management • Partnership and Stakeholder relations

Detailed Curriculum Vitae's accompanied by a covering letter, application forms and certified copies of qualifications can be forwarded to the Acting Municipal Manager Emadlangeni Municipality, 34 Voor Street, Utrecht, 2980 or PO Box 11, Utrecht, 2980.

Application forms for employment can be downloaded from Emadlangeni Municipality's website at www.emadlangeni.gov.za. For further information you may contact: The Acting Municipal Manager, Mr SF Mtshali at 034 331 3041 / 034 331 3022.

Canvassing for appointment will automatically disqualify and applicant.

If no reply to your application has been received within 30 days of the closing date, you should consider your application as being unsuccessful.

The Department: Corporate Services will not take responsibility for information not mentioned in applications

- NO late applications will be accepted
- NO emails or faxes will be accepted

The Department: Corporate Services will not be held responsible for lost applications unless proof of submission can be supplied • All applicants may be required to undergo proficiency test • NO applications shall be considered without certified copies of the original documents of qualifications • Emadlangeni Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representivity through the process of affirmative action • Reference checks will be done • Applicants must have no criminal record or pending criminal / Departmental or civil cases • Applicants will be subjected to a vetting process which will include security screening and fingerprint verification • Foreign qualification accredited by the South African Qualification Authority only will be considered • SHOULD the candidate be successful in the interviews and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised

CLOSING DATE: 25 NOVEMBER 2016 AT 12H00 P.M

SF MTSHALI - ACTING MUNICIPAL MANAGER