



EMADLANGENI MUNICIPALITY

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

Re-advertisements Department of Budget and Treasury CHIEF FINANCIAL OFFICER (5-year fixed-term contract)

Salary package: In terms of Government Gazette No 40118 dated 4 July 2016: Minimum: R700 116.00; Mid-point: R777 908.00; Maximum: R855 698.00; plus performance bonus

Requirements: • A relevant degree in Accounting/Finance • At least 5 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 or be prepared to start studying towards the achievement within 18 months of date of appointment, of the Municipal Finance Management Programme Certificate (MFMP) in terms of Government Gazette No 40593 dated 3 February 2017 • Knowledge and understanding of financial computer systems • Sound knowledge and understanding of Municipal Finance Management Act, Treasury Regulations and other legislation • Good knowledge and understanding of institutional governance systems and performance management • The proven ability to communicate and negotiate at all spheres and levels of Government • Advanced leadership skills, such as excellent interpersonal skills, managerial skills, strategic focus and ability to review concepts holistically • The ability to work under pressure.

Key competencies: • Strategic capability, organising 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.

Key responsibilities: • Manage and be responsible for planning, organising, leading and controlling all activities of Finance Department • Manage financial risks, as well as the Budget and Treasury Office • Be 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 Recognised Accounting Practices (GRAP) • Ensure implementation of Municipal Standard Chart of Accounts (MSCOA).

Department of Infrastructure and Planning Development DIRECTOR: INFRASTRUCTURE AND PLANNING DEVELOPMENT (5-year fixed-term contract)

Salary package: In terms of Government Gazette No 40118 dated 4 July 2016: Minimum: R700 116.00; Mid-point: R777 908.00; Maximum: R855 698.00; plus performance bonus

Requirements: • 3-4 years' professional/management level engineering management experience • A Bachelor of Science degree in Engineering/BTech: Engineering or equivalent qualification • Knowledge of the built environment, town planning and building sciences • 5 years' experience at Middle Management level in the government 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, or be prepared to start studying towards the achievement within 18 months of date of appointment, of the Municipal Finance Management Programme Certificate (MFMP) in terms of Government Gazette No 40593 dated 3 February 2017 • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • The ability to formulate engineering, planning, project management implementation plan • Extensive knowledge of the public office environment • Professional registration with a recognised council (ECSA) • Computer literate • A valid driver's licence • Good communication and presentation skills in both English and IsiZulu.

Key competencies: • Strategic capability • Organising and presentation skills • Communication 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.

Key responsibilities: Reporting directly to the Municipal Manager, the successful candidate will be responsible and accountable for the following: • The whole operations of the Planning and Infrastructure Development Department: • Town planning and environmental management • Environmental impact assessment • Infrastructure planning and development • Project management • Municipal public works (roads, storm water management and civil works) • Electrification programmes • Spatial planning and land use management system • Geographic Information System • Housing administration and Real estate management • Local Economic Development • Building inspection management • SPLUMA • Providing reports and items to the Portfolio Committee and the Municipal Council with regard to planning and Planning and Infrastructure Development operations • Reviewing the performance management system for the Planning and Infrastructure Development Department • Ensuring legislative compliance when carrying Planning and Infrastructure Development operations • Providing reports and items to Council with regard to the Planning and Infrastructure Development operations • Coordinating Portfolio Committee meetings of the Planning and Infrastructure Development Department items.

Department: Corporate Services DIRECTOR: CORPORATE SERVICES

Salary package: In terms of Government Gazette No 40118 dated 4 July 2016: Minimum: R700 116.00; Mid-point: R777 908.00; Maximum: R855 698.00; plus performance bonus

Requirements: • A Bachelor's degree in Public Administration/Management Sciences/Law • A Municipal Finance Management Programme (MFMP) Certificate or prepared to start studying towards the achievement of the MFMP Certificate within 18 months of date of appointment (as per Government Gazette No 40593 of 3 February 2017) • 5 years' experience at Middle Management level • 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 • 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 • Knowledge of the Labour Relations Act, and other labour-related prescripts • A legal background • Knowledge of human capital management • Knowledge of coordination and oversight of all specialised support functions • Computer literacy • A valid driver's licence • Registration with the Institute of Local Government Management of South Africa, or similar recognised relevant professional body, will be an advantage.

Key responsibilities: Reporting directly to the Municipal Manager, the successful candidate will be responsible and accountable for the following: • The Departmental SDBIP • The departmental Budget • Information Communication Technology • Development of Council policies, by-laws, rules and orders • Provision of legal and advisory services to Council • Analysis and interpretation of existing and new legislation and ensuring that all suitable laws, ordinances, by-laws and regulations are kept up-to-date and correctly executed • Compilation and issuance of public notices in accordance with legal requirements • Representation of the Council as an employer in the Bargaining Council, Industrial Council and the Local Labour Forum and coordination of the position, researching and preparation of the employer's response to issues and demands and obtaining Council resolution where required • Providing 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 • Auxiliary services, including registry, archives, cleaning and municipal records • Human resources • Security services • Council support and secretariat services, including agendas and minutes • Providing reports and items to Council with regard to Corporate Services operations • Coordinating the Portfolio Committee meetings of Corporate Services.

The successful candidates will have to enter into a 5-year fixed-term contract, sign a declaration of interest form and an annual performance agreement with the Municipality in accordance with Section 57 of the Local Government Municipal Systems Act, 32 of 2000, as amended.

Applicants who applied previously are encouraged to re-apply.

A detailed Curriculum Vitae, 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 LCT Nkosi at (034) 331-3041.

Note: • Canvassing for appointment will automatically disqualify an applicant • If no reply to your application has been received within 30 days of the closing date, you should consider your application unsuccessful • NO late applications will be accepted • NO e-mailed or faxed documents will be accepted • The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied • Short-listed applicants will be required to undergo competency assessment • NO applications without certified copies of the original documents will be considered • Emadlangeni Municipality adheres to the provisions contained in the Employment Equity Act to ensure representivity through the process of affirmative action • Short-listed applicants will be subjected to a vetting process, which will include security screening and fingerprint verification • Only foreign qualifications accredited by the South African Qualifications Authority will be considered.

Closing date: 15 September 2017 at 16:00

Mr LCT Nkosi - Acting Municipal Manager