



**MTUBATUBA LOCAL MUNICIPALITY
UMASIPALA WASE-MTUBATUBA
MTUBATUBA MUNISIPALITEIT**

Mtubatuba Municipality invites qualified, suitable, experienced, innovative, committed individuals to apply for the following positions:

**CHIEF FINANCIAL OFFICER
(5 YEAR PERFORMANCE CONTRACT)
Category 1 Municipality**

**Total Remuneration Package Negotiable in terms of Government Gazette No. 38946 of 01 July 2015
Minimum Package R700 116 – Midpoint R777, 908 – Maximum R855, 698**

Minimum requirements:

- A minimum qualification of NQF Level 6 in B Com Accounting or equivalent;
- Minimum 5 years' experience in Financial Management environment and at least 3 of those years must have been at a senior management level;
- Must meet the National Treasury Competency Requirements (CPMD/MFMP) as prescribed under the LG: Municipal Regulations on Minimum Competency Levels, 2007 issued in terms of the MFMA, as published under Govt. Notice 493 in Govt. Gazette No. 29967 of 15 June 2007;
- A proven ability in communicating and negotiating at all spheres and levels of government;
- Advanced leadership skills such as excellent interpersonal skills, presentation skills, managerial skills, strategic focus and financial reporting;
- Be computer literate, valid Drivers' License;
- A sound knowledge of Local Government MFMA, Treasury Regulations and other legislations, procedures and processes pertaining to Local Govt. finance;
- Registration with the Institute of Municipal Financial Officers (IMFO) will be an added advantage

Knowledge, Skills and Competences:

- Working knowledge and understanding of all relevant local government legislations including regulations such as the Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act and Municipal Property Rates Act etc.;
- Working knowledge and understanding of GRAP standards, knowledge in the following areas of financial management: Asset Management, Risk Management and Investment Management is required;
- Managerial and Leadership skills;
- Registration with the Institute of Municipal Finance Officers (IMFO);
- Track record in the preparation and management of strategic plans, business plans, GRAP compliant Annual Financial Statements and budget based on the National Treasury transcripts;
- Proven ability in monitoring and implementation of internal controls and systems to ensure sound financial management;
- Computer literacy and valid EB driver's license.

The successful candidate will report to the Municipal Manager and will be responsible and accountable for:

- Assuming, performing and discharging all obligations charged to a Chief Financial Officer by legislation or delegated by the Council and/or the Municipal Manager;
- Establishing and managing the implementation of various financial policies and procedures;
- Managing the finances of the Municipality efficiently and economically, preventing unauthorized, irregular and fruitless and wasteful expenditure and ensuring compliance with the MFMA;
- Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officers, Senior Managers and other Senior Officials in terms of MFMA;
- Advise EXCO and Council on financial management, MFMA compliance etc;
- Assist the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the Municipality's budget;
- Managing an effective and efficient system to take appropriate steps to collect all monies due to the Municipality;
- Establishing and managing a system of controls to prevent fraud and loss of revenue;
- Establishing and maintaining an effective and efficient Supply Chain Management systems and asset management;
- Managing the Finance Department including human capital, ensuring that a high level of customer service consistent with Batho Pele Principles is achieved and maintained.

Enquiries can be directed to the **GM: Corporate Services, Ms N. Dladla on 035-550 0069** during office working hours.

Applications must be submitted in an official application form available on municipal website together with a comprehensive CV and certified copies of relevant qualifications should be addressed and submitted to: The HR Section, Mtubatuba Municipality, P. O. Box 52, Mtubatuba, 3935 or be hand delivered at our Registry Office at Lot 105 INKosi Mtubatuba Road, Mtubatuba on/or before 24/03/2017 at 15h00. Candidates with foreign qualifications must submit SAQA evaluation.

Selection in subject to positive outcome obtained from NIA to the following checks (security clearance, qualifications verification, criminal records, credit records and previous employment). Candidates will be required to undergo Competency Assessment test. Faxed or late applications will not be considered.

Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful.

Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment.

Shortlisted Candidates will be required to undergo Competency Assessment test. Faxed or late applications will not be considered.

Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful.

The appointment will be made
according to the:

Local Government Systems Act,2000 (Act No.32 of
2000); and

Local Government: Regulations on appointment and conditions of employment of
senior managers as published in 17 January 2014.

Canvassing for this position will lead to disqualification of
applications.

Successful candidate will be expected to sign a fixed term employment contract; a
performance agreement and a disclosure of financial interest.



**SENIOR MANAGER: COMMUNITY SERVICES
(05 YEAR PERFORMANCE CONTRACT)
Category 01 Municipality**

**Total Remuneration Package Negotiable in Terms of Government Gazette No. 38946 of 01 July 2015
Minimum Package: R700 116 – Midpoint R777, 908 – Maximum R855, 698**

Minimum requirements:

- A minimum qualification of appropriate Degree in Social Sciences/ Public Administration/ Law or equivalent;
- Minimum 5 years' experience in middle Management environment and at least 3 of those years must have been at a senior management level;
- Practical knowledge of social services;
- Must meet the National Treasury Competency Requirements (CPMD/MFMP) as prescribed under the LG: Municipal Regulations on Minimum Competency Levels, 2007 issued in terms of the MFMA, as published under Govt. Notice 493 in Govt. Gazette No. 29967 of 15 June 2007;
- A proven ability in communicating and negotiating at all spheres and levels of government; Ability to lead multi-disciplinary team.
- Advanced leadership skills such as excellent interpersonal skills, presentation skills, managerial skills, strategic focus and financial reporting;
- Be computer literate, valid Drivers' License;
- A sound knowledge of Local Government Regulations and other legislations, procedures and processes pertaining to Local Govt.;
- Management experience, preferably in emergency services, sports and recreational services.

Key Performance Areas:

As Community Services HOD, the incumbent will work in close collaboration with the Municipal Manager as well as other functionaries of the Council. The incumbent will be responsible for the following:-

- Public safety (Traffic) Management;
- Solid waste management programme;
- Designing programmes and developing policies to promote an enabling environment for community-based programmes as guided by the municipal IDP;
- Provide strategic leadership in relation to the development, implementation, monitoring and reporting on Service Delivery and Budget Implementation Plan of the directorate; Personnel development and management within the directorate;
- Overhead control and management of municipal parks, cemeteries, recreation facilities/ programmes, disaster management/ firefighting, public safety, drivers'license service Centre, social services, Waste management, libraries ;

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**SENIOR MANAGER: TECHNICAL & INFRASTRUCTURE SERVICES
(05 YEAR PERFORMANCE CONTRACT)
Category 01 Municipality**

**Total Remuneration Package Negotiable in Terms of Government Gazette No. 38946 of 01 July 2015
Minimum Package: R700 116 – Midpoint R777, 908 – Maximum R855, 698**

Minimum requirements:

- Bachelor of Science Degree in Engineering/ B Tech: Engineering; or equivalent;
- Minimum 5 years' experience in middle Management environment or as Programme/ Project Manager;
- 3 – 4 years be at professional/ management level engineering management experience.
- Registered as a Professional Engineer (added advantage).
- Must meet the National Treasury Competency Requirements (CPMD/MFMP) as prescribed under the LG: Municipal Regulations on Minimum Competency Levels, 2007 issued in terms of the MFMA, as published under Govt. Notice 493 in Govt. Gazette No. 29967 of 15 June 2007;
- Computer Literacy,
- Valid Drivers' License;
- Good communication and presentation skills in both English and Isizulu.

Knowledge Required:

- Good knowledge and understanding of relevant policy and legislation;
- Develop personnel and maintain staff discipline; promote sound labour relations;
- Knowledge of local government legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Must have extensive knowledge of public office environment; and
- Must be able to formulate engineering master planning, project management and implementation.

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**SENIOR MANAGER: SUSTAINABLE DEVELOPMENT & TOWN PLANNING
(05 YEAR PERFORMANCE CONTRACT)
Category 01 Municipality**

**Total Remuneration Package Negotiable in Terms of Government Gazette No. 38946 of 01 July 2015
Minimum Package: R700 116 – Midpoint R777, 908 – Maximum R855, 698**

Minimum requirements:

- Bachelor of Science Degree in Building Sciences/ Architect/ Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent;
- Minimum 5 years' experience in middle Management environment, and
- Have proven successful Professional Developmental/ Town and Regional Planning experience;
- Added advantage: Registration as a Professional Planner in accordance with the Planning Professions Act, 2002 (Act No. 36 of 2002);
: Project Management Certificate or Diploma.
- Must meet the National Treasury Competency Requirements (CPMD/MFMP) as prescribed under the LG: Municipal Regulations on Minimum Competency Levels, 2007 issued in terms of the MFMA, as published under Govt. Notice 493 in Govt. Gazette No. 29967 of 15 June 2007;
- Computer Literacy,
- Valid Drivers' License;
- Good communication and presentation skills in both English and Isizulu.

Knowledge Required:

- Good knowledge and understanding of relevant policy and legislation;
- Develop personnel and maintain staff discipline; promote sound labour relations;
- Knowledge of local government legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of supply chain management regulations and the PPPFA, 2000 (Act No. 5 of 2000);
- Knowledge of geographical information systems; and
- Knowledge of spatial, town and development planning.

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