



Municipal Manager: Mr T Tsoaeli

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Matjhabeng Local Municipality comprises of the following towns; Welkom; Virginia; Odendaalsrus; Allanridge; Hennenman and Ventersburg. Matjhabeng Local Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Welkom; which is 225.8 km's south of Johannesburg and 152.8 North of Bloemfontein.

To this end, the municipality seeks to fill the following vacant and strategic position:

JOB ADVERTISEMENTS

JOB TITLE	EXECUTIVE DIRECTOR: LOCAL ECONOMIC DEVELOPMENT AND TOWN PLANNING
TERM OF APPOINTMENT	5 years fixed term performance-based contract (To be appointed in terms of Section 56 and 57 of Municipal Systems Act 32 of 2000)
REMUNERATION PACKAGE	Total remuneration package R1 035 906 (minimum) / R1 233 222 (midpoint) / R1 430 538 (maximum) per annum as in terms of the Local Government: Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers of Government Gazette No. 38946, No. 40118 dated 4 July 2016
PLACE TO BE STATIONED	Welkom
MINIMUM REQUIREMENTS	Bachelor of Science Degree in Building Sciences/Architect/ Bachelor's Degree in Town and Regional Planning or Development Studies; or B Degree in fields of Tourism / Economics / Econometrics / Local Economic Development, or equivalent.
ADDED ADVANTAGE	Project Management Certificate/Diploma, or Registration with a recognised professional body relevant to the post
WORK EXPERIENCE	5 years' proven successful experience relevant to the post at middle management level
KNOWLEDGE	Good Knowledge and interpretation of key and related local government Acts and Regulations (e.g., MSA, MFMA, etc), Good knowledge of local government Performance Management System, Good knowledge of Municipal supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No: 5 of 2000) and Knowledge of systems e.g., GIS (Geographical Information Systems)
REGULATED REQUIREMENTS	The appointee will be required, as a condition of his /her appointment, to have obtained competence in ALL Financial and Supply Chain Management Competency areas (CPMD/MFMP) The need for signing of an employment contract, a performance agreement and disclosure of financial interest
KEY PERFORMANCE AREA	Development Planning; LED; Land Use Management and Human Settlement; Administration of Spatial Development Framework; and related Town Planning functions; develop and Maintain GIS; formulation of development policies and formulate develop and implement economic development strategy and programme; stimulate the local economy by promoting job creation; investment and development of SMME's. Implement Council resolutions in timely manner and follow up on directions given, Formulating and implementation of the directorate's Integrated Development Planning, Directorate's budget preparation and management, Development and implementation of directorate's Service Delivery and Budget Implementation Plan, Maintenance of directorate's performance management system and annual reporting, Directorate's human resource development and management and supervision of departmental staff including industrial relations, Communicate effectively with all persons and organizations concerned, Attending and implementing Council and Mayoral Committee meetings and submitting reports.
CORE COMPETENCIES	Customer Management, Ethics, Integrity and professionalism, Impact and Influence, Political Astuteness.
LEADERSHIP COMPETENCIES	Governance and Risk Management, Policy Conceptualization and formulation, Institutional Performance Management and Accountability, Strategic Direction and leadership.
GENERIC COMPETENCIES	Critical thinking, Financial Management, Knowledge and Information Management, Negotiation, Conflict Resolution and Lobbying, People Management, Planning and Organising and Project Management.
JOB TITLE	EXECUTIVE DIRECTOR: INFRASTRUCTURE
TERM OF APPOINTMENT	5 years fixed term performance-based contract (To be appointed in terms of Section 56 and 57 of Municipal Systems Act 32 of 2000)
REMUNERATION PACKAGE	Total remuneration package R1 035 906 (minimum) / R1 233 222 (midpoint) / R1 430 538 (maximum) per annum as in terms of the Local Government: Municipal Systems Act (32 of 2000): Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers of Government Gazette No. 38946, No. 40118 dated 4 July 2016
PLACE TO BE STATIONED	Welkom
MINIMUM REQUIREMENTS	Bachelor of Science Degree in Engineering / B. Tech Engineering or Equivalent Government Competence Certificate in terms of the General Machinery Regulations
ADDED ADVANTAGE	Certificate of Competence as required in terms of the General Machinery Regulations, 1998 or Registration with a recognized relevant engineering professional body
REGULATED REQUIREMENTS	The appointee will be required, as a condition of his /her appointment, to have obtained/ to have obtained competence in ALL Financial and Supply Chain Management Competency areas (CPMD/MFMP) The need for signing of an employment contract, a performance agreement and disclosure of financial interest
KEY PERFORMANCE AREA	Plan, direct and manage directorial functions of the directorate effectively and efficiently, Manage the following units: <ul style="list-style-type: none"> o Water o Sanitation o Mechanical Engineering o Electrical Distribution o Roads and Storm-water Implement Council resolutions in timely manner and follow up on directions given, Formulating and implementation of the directorate's Integrated Development Planning, Directorate's budget preparation and management Development and implementation of directorate's Service Delivery and Budget Implementation Plan, Maintenance of directorate's performance management system and annual reporting, Directorate's human resource development and management and supervision of departmental staff including industrial relations Communicate effectively with all persons and organizations concerned Attending and implementing Council and Mayoral Committee meetings and submitting reports

MINIMUM EXPERIENCE	5 years' Experience at Middle Management level, or as programme/ project manager and 3 – 4 years experience must be at professional /management level – engineering management experience.
CORE COMPETENCIES	Customer Management, Ethical, Integrity and professionalism, Impact and Influence, Political Astuteness.
LEADERSHIP COMPETENCIES	Governance and Risk Management, Policy Conceptualization and formulation, Institutional Performance Management and Accountability, Strategic Direction and leadership. Formulates engineering Master Planning, Engineering Implementation Planning, Project Management and Implementation, Engineering Operations and Maintenance
GENERIC COMPETENCIES	Critical thinking, Financial Management, Knowledge and Information Management, Negotiation, Conflict Resolution and Lobbying, People Management, Planning and Organising and Trouble shooting.
APPLICATIONS	<p>Interested applicants for the above mentioned positions can access the regulated application form at www.matjhabeng.co.za, which must be accompanied by Curriculum Vitae, Certified copies of qualifications, ID and a Valid driver's license to: The Municipal Manager: Mr. T Tsoaeli; Private Bag X 707; Welkom; 9460</p> <p>NOTE: No faxed or emailed applications will be accepted.</p> <p>Please note that no application without certified copies and other relevant documents will be considered.</p> <p>Applications not made on the PRESCRIBED APPLICATION FORM or without certified copies of original documentation will not be considered.</p> <p>If you have not been contacted by Matjhabeng Local Municipality within three months of the date of closure, you may accept that your application has been unsuccessful.</p> <p>Suitably qualified and/or experienced persons with disabilities are encouraged to apply.</p> <p>Matjhabeng Local Municipality is an Equal Opportunity Employer.</p> <p>The Municipality will subject candidates to reference checks; security vetting; competency assessment test, and to verify the qualifications.</p> <p>Direct or indirect canvassing for preferential treatment will result in automatic disqualification of affected candidate.</p> <p>Correspondence will be limited to short listed candidates only.</p> <p>All enquiries in this regard should be directed to: Mr Fezile Wetes Executive Director: Corporate Services: Tel: 057391 3911</p>

INTERNAL/ EXTERNALADVERTISEMENT

FINANCIAL MANAGEMENT

JOB TITLE	MANAGER: SUPPLY CHAIN MANAGEMENT
SALARY	R537 468 p.a (Excluding Benefits)
POST LEVEL	3
MINIMUM REQUIREMENTS	Relevant Degree or National Diploma plus five years experience in Supply Chain Management specifically within the Municipality, one year staff management/ supervisory skills. Good understanding of the Municipality Finance Act, Municipal ordinances, Corporate governance, Supply Chain Management and any other related legislative requirements. Minimum competency certificate in municipal finance management programme. Valid driver's license
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <input type="checkbox"/> Implement supply chain management strategy and ensure that it gets by from all stakeholders in the company <input type="checkbox"/> Formulate efficient tendering policies, procedures and processes that the Municipality may use including tender quotations, auctions, and other types of competitive bidding procedures <input type="checkbox"/> Set up the tendering commission in line with the supply chain management policies as well as the municipal ordinances. <input type="checkbox"/> Establish bidding processes which only pre-qualifies persons that may participate <input type="checkbox"/> Prepare bid documentations, advertisement methods and invitations for contractors <input type="checkbox"/> Establish mechanisms and procedures for the following: Opening of accounts, registration and recording of bids in the presence of interested parties <input type="checkbox"/> Implement supply chain management system and ensure that valid data is captured daily. <input type="checkbox"/> Ensure that provisions are discussed and addresses with the CFO <input type="checkbox"/> Manages the image of the Company and ensure it is enhanced in the mind of the stakeholders <input type="checkbox"/> Attend to all staff queries daily and ensure that there are no unresolved issues <input type="checkbox"/> Ensure that all staff within the within the SCM Unit department has set Key Performance Areas (KPA) and their performance is monitored monthly <input type="checkbox"/> Ensures that staff has set career development and succession plan is set in consultation with Human Resources Department. <input type="checkbox"/> Ensures that under performances are addressed and disciplinary action taken where required <input type="checkbox"/> Ensure that tenders are properly reviewed in line with management processes <input type="checkbox"/> Reconciliation tender versus reality completed and learning points passed onto all stakeholders <input type="checkbox"/> Advise management on any macro/environmental changes that will impact on the department <p><i>Enquiries regarding the above positions can be forwarded to Mr T Panyani @ (057) 391 3127</i></p>
	<ul style="list-style-type: none"> • Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Main Building, Room 5, 3rd Floor, Welkom. • Fraudulent qualifications or documentation will immediately disqualify any applicant. • A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment. <p>Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)</p>
CLOSING DATE OF APPLICATIONS	30 September 2018
	Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).
APPROVED BY MUNICIPAL MANAGER MATJHABENG LOCAL MUNICIPALITY	MR T TSOAELI