

MATJHABENG LOCAL MUNICIPALITY



Private Bag X708, WELKOM; 9460, Tel: (057) 391 3224/ 057 391 3911, Fax: (057)353 -2482 0461
 Website: www.matjhabeng.co.za; e-mail; munman@matjhabeng.co.za

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.

Matjhabeng Local Municipality invites suitably qualified and experienced candidates to apply for the following position.

JOB ADVERTISEMENT			
JOB TITLE	EXECUTIVE DIRECTOR: COMMUNITY SERVICES AND LAW ENFORCEMENT		
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)		
PLACE TO BE STATIONED	Welkom		
REMUNERATION PACKAGE	As per the Government Gazette No.43122 of 20 March 2020 for a category 6 municipality.		
	MINIMUM	MIDPOINT	MAXIMUM
	R 1 188 638	R 1 415 047	R 1 596 747
REQUIREMENTS	Bachelor's Degree in public administration/ Management Sciences/ Law or equivalent. Five 5 years' proven successful experience relevant to the post at middle management level, preferably in local government.		
ADDED ADVANTAGE	Registration with a recognised professional body relevant to the post, Competence in Financial and Supply Chain Management areas (CPMD/MFMP)		
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)		
PERSONAL ATTRIBUTES	Integrity, honesty, maturity and courtesy * Diplomacy and commitment to providing progressive democratic and accountable government * Strategist and excellent corporate planner * Excellent communication and motivational skills * Customer focused * Advanced negotiation skills * Analytical thinker * Diversity management skills.		
KEY PERFORMANCE AREA	Provide strategic direction to the Community Services Directorate. Responsible for development organizational policies and procedures Be accountable for the execution of all resolutions of the municipality, as well as be accountable for the general supervision, control and efficiency of the directorate. Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to the Directorate. Ensure that municipal Performance Management System is fully implemented in the		

	<p>Directorate</p> <p>Ensure effective management of the Directorate and the following sections: Waste Management Services, Cemeteries, Sport Development and Recreation, Parks and Horticulture, Transport, Traffic, Safety and Security Services, Fire and Emergency Services. 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.</p>
CORE COMPETENCIES	Customer Management, Ethics, Integrity and professionalism, Impact and Influence.
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.

APPLICATIONS	<p>Interested applicants can access the regulated application form at www.matjhabeng.co.za, which must be accompanied by Curriculum Vitae, originally Certified copies of qualifications, drivers licence and ID to: The Municipal Manager: Ms. Z. Tindleni; Private Bag X707; Welkom; 9460</p> <p>(It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof)</p> <p>NOTE: No faxed or emailed applications will be accepted.</p> <p>No Applications will be considered if it is not on the Official Application Form. The Municipality will subject shortlisted candidates to reference checks; security vetting; competency-based assessment over 2 day's prior appointment and to verify their qualifications. Direct or indirect canvassing for preferential treatment will result in automatic disqualification of affected candidate. Correspondence will be limited to short listed candidates only. Applicants who have not been contacted within 30 Days from closing date should consider their application unsuccessful. The successful candidate will be required to sign an Employment Contract on or before assumption of duty, a Performance Agreement within 60 days of appointment as well as the necessary Disclosure of Financial Interest Forms.</p>
CONTACT PERSON FOR ENQUIRIES	Mr Siphonhlapo, Senior Manager: Human Resources Tel: 057 391 3911
CLOSING DATE OF APPLICATIONS	30 October 2020

Approved by:

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Ms. Z Tindleni
Municipal Manager
Matjhabeng Local Municipality