



SAKHISIZWE

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455
ERF 5556, UMTATHA ROAD: TEL – 047-877 5200, FAX – 047 – 877 0000
P.O.BOX 21, ELLIOT, 5460
15 MACLEAR ROAD, ELLIOT: TEL – 045 – 9311011 / FAX – 045 – 9311 361
WWW.SAKHISIZWE.GOV.ZA

Applications are hereby invited from suitable qualified candidates for the following positions:

**1. CORPORATE SERVICES DIRECTOR
FIVE YEAR FIXED PERFORMANCE CONTRACT
REMUNERATION: (R700 116 – R855 698 PER ANNUM)**

Minimum Qualification/Requirements

- Grade 12
- A relevant Bachelor's Degree in Public Administration, Social Science, Law/ ND Human Resources Management or equivalent
- Minimum 5 years relevant experience in senior management level preferable in Local Government.
- Certificate Programme in Municipal Development (CPMD), Executive Leadership Municipal Development Programme (ELMDP)
- Computer Literacy.
- Code 08 (EB) driving license.

Knowledge

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good knowledge of corporate support services, Human capital, Legal services, Facilities management, Information communication technology and Council support
- Good knowledge of supply chain management regulations and preferential procurement policy framework Act,2000 (Act No 5.of 2000)
- Good governance
- Labour Relations Act and other labour-related prescripts
- Knowledge of coordination and oversight of all specialised support functions

Key Performance Areas:

- Reporting directly to the Municipal Manager, the post operates at a strategic level and provides strategic support to the business functions within Sakhisizwe Local Municipality with the main focus being:
- Implementation of the strategic goals as identified in the Integrated Development Plan of the Municipality.
- Ensuring the effective management and compliance of legislation and policies in respect of Key Performance Arrears.
- Overall management of departmental activities
- Provide administrative support and Council support
- Manage personnel in the Institution
- Responsible for human resources management
- Execute the approved budget in line with the service delivery and budget implementation plan.
- Ability to work under pressure and to tight deadlines.
- Clear understanding of legislation governing local government which amongst others is Municipal Finance Managing Act, Municipal Systems Act and Structures Act.

**2. CHIEF FINANCE OFFICER
FIVE YEAR FIXED PERFORMANCE CONTRACT
REMUNERATION :(R700 116 – R855 698 per annum)**

Minimum Qualifications/Requirements

- Grade 12
- A relevant B Com Degree or equivalent in Financial Management and or Accounting relevant qualification at NQF level 7
- A post graduate qualification in the above field will be an added advantage.
- Minimum 5 years relevant experience in senior management level preferable in Local Government.
- Certificate Programme in Municipal Development (CPMD), Executive Leadership Municipal Development Programme (ELMDP)
- Knowledge of MFMA, GRAP, GAMAP, MSCOA, treasury regulations, DORA and Supply Chain Management is essential
- The ability to integrate service delivery in the context of the council's IDP and oversee the related budget and implementation
- Computer Literacy.
- Code 08 (EB) driving license.

Knowledge

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good Governance
- Audit and risk management establishment and functionality
- Budget and finance management

Key Performance Areas

- Reporting directly to the Municipal Manager, the post operates at a strategic level and provides strategic support to the business functions within Sakhisizwe Local Municipality with the main focus being:
- Overall management of the Budget and Treasury office//Department.
- Provide administrative support and Council support
- Perform duties and functions delegated to the Chief Financial Officer by the Municipal Finance Management Act and as deleted by the Council and Accounting Officer.
- Manage departmental budget, Human resources and other resources in accordance to local government legislations and treasury regulations
- Advising the Municipal Manager timeously and effectively on matters pertaining to the directorate.
- Need for signing of an employment contract and performance agreement

Interested person should submit their detailed CV's, certified copies of qualifications and supporting documents with application form as stipulated in the Local Government Regulation on appointment and conditions of employment for Senior Managers, Government Gazette No 37245 dated 17 January 2014: All shortlisted candidates may be subjected to security vetting disclosure of financial interest, signing employment contract and performance agreement. The application form is available on the following website www.sakhisizwe.gov.za

Faxed/email application will not be accepted

Sakhisizwe Municipality is an Affirmative Action and Equal opportunity employer, it encourages people with disabilities and women to apply and disclose the nature of their disabilities for the purpose of addressing the Municipalities Employment Equity Plan. Correspondence will be limited to successfully candidates only. If you have not been contacted within 01 month from the closing date, please accept that your application has been unsuccessful. Canvassing of Councillors is not permitted and will result to disqualification thereof. The Council reserves the right not to make any appointment.

Applications should be addressed to:

The Municipal Manager

D.M. MVULANE

Sakhisizwe Municipality

PO BOX 26

CALA

5455

or delivered

Erf 5556

Umthatha Road

CALA

For enquiries contact Acting Corporate Services Director at 047 877 5200

Closing Date: 02 February 2018@16H00