

SAKHISIZWE

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455

THA ROAD: TEL – 047-877 5200, FAX – 047 – 877 0000

P.O.BOX 21, ELLIOT, 5460

RD, 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. COMMUNITY SERVICES MANAGER
FIVE YEAR FIXED PERFORMANCE CONTRACT
REMUNERATION: (R700 116 – R855 698 PER ANNUM)**

Minimum Qualification/Requirements

- Grade 12 /Matric Certificate)
- A relevant Bachelor's Degree in Social Sciences/Public Administration/Law or equivalent
- Minimum 5 years relevant experience in senior management level preferable in Local Government.
- Certificate Programme in Municipal Development (CPMD) or 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 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:
- 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.
- Develop and implemented policies, procedures and By-Laws relevant to environmental health and community services.
- Understanding of council operations and delegation of powers, as well as Health Services Management, Cemetery Management, Public Safety, Parks and Recreation Management.
- Execute the approved budget in line with the service delivery and budget implement 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. INTEGRATED PLANNING AND ECONOMIC DEVELOPMENT MANAGER
FIVE YEAR FIXED PERFORMANCE CONTRACT
REMUNERATION :(R700 116 – R855 698 per annum)**

Minimum Qualifications/Requirements

- Grade 12 (Matric Certificate)
- A relevant Bachelor's Degree in Local Economic Development and / or Developmental Studies or 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) or Executive Leadership Municipal Development Programme (ELMDP)
- 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

- Manage the Integrated Planning and Economic Development Department
- Ensuring the establishment and maintenance of the operational and support systems and processes required for the effective rendering of the council's Economic Development function.
- Ensuring the development and maintenance of effective internal and external liaison and communication aimed at the promotion and development of Economic Development in the council.
- Networking with donors and government departments in order to facilitate economic and social development in the municipal area.
- Advising the Municipal Manager timeously and effectively on matters pertaining to the directorate.
- Managing, Planning and Monitoring of Municipal Infrastructure Projects as outlined in the IDP.
- Ensuring corporate implementation, monitoring and review of policies, programmes and projects aimed at achieving agreed Economical Development objectives for council
- Monitor and ensures the implementation of the IDP its success by reporting variances to Council and making recommendations where necessary
- Need for signing of an employment contract and performance agreement

**3. POSITION: ROADS TECHNICIAN (Permanent Position)
REMUNERATION: TASK GRADE 11: (R214976 – R279051 per annum)**

Minimum Qualifications/Requirements

- Grade 12 /Matric Certificate)
- Degree/National Diploma in Civil Engineering or any other relevant qualification in Built Environment (Eligibility for Professional Registration with Engineering Council of SA)
- Computer Literacy
- Experience in design, construction and maintenance of road infrastructure and Civil Engineering.
- Extensive knowledge of Project Management, costing and design and construction principles
- Three years relevant experience of which two(2) years preferable with Local Government
- Code 08/EB License

Key Performance Areas

- Project Planning

- Financial Control
- Supervision of Staff
- Project Administration
- Meeting deadlines and working under pressure
- Be able to do any other duties assigned by his or her superior

4. POSITION: SECRETARY TO OFFICE OF THE MAYOR (ELLIOT UNIT)
REMUNERATION: TASK GRADE 06: (R105529 – R136989 per annum)

Minimum Qualifications/Requirements

- Grade 12 (Matric Certificate)
- Secretariat certificate or extensive experience of secretary work
- Highly computer literate (Microsoft Word, Excel and Power Point)
- Excellent report writing skills and minute taking
- Sound and good interpersonal relations
- Knowledge of filing system and archiving
- Work long hours

Key Performance Areas

- Provide secretariat and administrative duties to the Mayor
- Deal with travelling arrangements and bookings
- Deal with appointments and follow up on scheduled meetings
- Handle telephone calls and manage outgoing correspondence/mail
- Handle procurement needs for office of the Mayor
- Keep filing, records and registers updated

5. SUPPLY CHAIN MANAGEMENT OFFICER (Permanent Position)
REMUNERATION TASK GRADE 11 (R214976 - R279051 per annum)

Minimum Qualification/Requirements

- Grade 12 / Matric Certificate
- National Diploma/Degree in Finance, Accounting, Business Studies or Supply Chain Management
- 2 years experience in related field
- Computer Literacy
- Code B drivers licence

Knowledge

- Knowledge and understanding of legislative prescripts that govern procurement of goods and services
- Ability to communicate procedures to suppliers and user departments
- Ability to understand the effects of supplier markets, cost containment measures and their effects of pricing
- Knowledge and understanding of demand management, acquisition management, logistic management, supply chain management, performance management, risk management and disposal management
- Effective communication skills

Key performance areas

- Developing and implementing efficient and competitive procurement systems through the investigation of current system and processes, coordinating the implementation on new procurement procedures in compliance with the supply chain management act and municipal finance management act
- Coordinating and serving on the bid or adjudication committee, assisting with proceedings of the bid evaluation committee and providing advice on procedures and policies
- Providing input into the drafting of tender notices in respect of procuring and appointing of vendors/service providers
- Interacting with supplier representatives and resolving aspects pertaining to quality discounts and delivery lead times

- Verify proposals from vendors/service providers with regard to their products, prices and services delivery standards
- Conducting quality checks of products and administrative systems and discussing observed deviations with supplier to facilitate reception
- Conducting appraisal to measure performance against agreed objectives, counselling and consulting with personnel developmental goals and career paths
- Post order administration including the receiving of invoices from user departments, verification of delivering of goods or services and preparation of payment vouchers
- Perform bookings with the assistance of travel agency services

6. MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME X5
REMUNERATION: (R80 000 per annum) Fixed Term Contract of 2 (Two) years

Minimum Qualification/Requirements

- Grade 12/Matric Certificate
- Appropriate tertiary qualification (M+3) preferably in one of the following fields
- Municipal Finance Management
- Accounting
- Auditing
- Unemployed graduates (B.Com degree will be an added advantage)

Key performance areas

- To deal with all finance department related matters
- Meeting deadlines and working under pressure
- Ability to handle confidential matters
- Be able to do any other duties assigned by his or her superior

7. ASSET MANAGEMENT CLERK (Permanent Position)
REMUNERATION: Task Grade 07: (R127581 – R165610 per annum)

Minimum Qualifications/Requirements

- Grade 12/Matric Certificate.
- B. Com Degree/Diploma
- Equivalent qualification in Financial Accounting
- Financial Management & extensive relevant experience in Asset Management.
- Computer Literacy(Microsoft Word, Excel and Power Point)

Key Performance Areas:

- Develop asset needs assessment acquisition management operational and disposal plans
- Execute and monitor the implementation of the asset acquisition maintenance and disposal plans
- The asset verification performed in accordance with the policy, variance effectively investigated, discrepancies resolved and reported, informed recommendations made and the asset register accurately updated in accordance with accounting standards.
- Develop, implement and manage mechanisms to safeguard assets.
- Prepare monthly reconciliation with supporting schedules of the assets register to the relevant accounting records officer and resolve unclear items.
- Prepare business plan for the life cycle of assets, including analysis of pricing options utilising life cycle costs and recommendations on the most appropriate asset solution.
- Verify the spatial plans to the physical assets and update with changes for example: renewals and enhancements.
- Manage valuation for immovable assets and update the asset register.

8. CIVIL TECHNICIAN INTERNS X2

REMUNERATION: (R95000 per annum) Fixed term contract of 1 (one) year

Minimum Qualifications/Requirements

- Grade 12/Matric Certificate
- National Higher Diploma in Civil Engineering/B.Tech. Civil or equivalent NQF Level 5
- Code EB

Key Performance Areas

- Interacting and identifying with community needs, assessing applicability to development objectives in the Integrated Development Plan and assisting with the preparing of Business Plans for identified projects, in conjunction with specialist consultants, outlining objectives and goals for presentation.
- Analysing the status of projects in progress, preparing reports providing coverage based on the situational analysis for submission to the Manager: PMU and/ or attending and presenting to Project Committees technical information on existing or new projects.
- Assessing and costing key project phases with due considerations given to design, material specification, construction and support fees and/ or, prioritizing the implementation cycle of specific projects.
- Executing procedures, based on approval from the Executive Committee, with respect to obtaining quotations/ issuing of tenders to prospective service providers qualifying specific criteria.
- Attending to the training needs for delegated persons on project administration skills, arranging specialist's and/ or facilitating specific sessions.
- Organizing processes and customary ceremonial requirements in conjunction with the Committee and/ or community leaders on commencement of the project.

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 or delivered

Sakhisizwe Municipality

PO BOX 26

CALA

5455

Erf 5556

Umthatha Road

CALA

For enquiries contact Corporate Services Manager at 047 877 5200

Closing Date: 28 July 2017 @16H00