



# 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

<b>OFFICE OF THE MAYOR' POSITION 1: MUNICIPAL MANAGER</b>	
<b>CONTRACT</b>	The contract will not exceed a year after the end of the term of the current council.
<b>ALL INCLUSIVE PACKAGE</b>	Total Remuneration package will be in terms of Government Gazette No 43122 dated 20 March 2020 <b>Remuneration: minimum – R992,705 midpoint – R1,087,143 maximum – R1,195,857.</b>
<b>PLACE</b>	<b>CALA &amp; EKHOWA (Elliot), Eastern Cape</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Matriculation or equivalent certificate</li> <li>• B-Degree in Public Administration/Public Management/Political Sciences /Law or Equivalent (NQF Level 7) Qualification</li> <li>• A relevant and appropriate NQF level 8 qualifications will be a strong recommendation</li> <li>• Compliance with the minimum competency levels as prescribed by the Government Gazette no 29967 of 15 June 2007</li> <li>• Planning and organising skills</li> <li>• <b>A minimum of a five years' relevant experience at a senior management level</b></li> <li>• Have proven successful institutional transformation within public or private sector</li> <li>• Good communication skills</li> <li>• Advanced knowledge and understanding of relevant policies and legislation</li> <li>• Advanced understanding of institutional governance systems and performance management</li> <li>• Advanced understanding of Council Operations and delegation of powers</li> <li>• Good Governance</li> <li>• Audit and Risk Management establishment and functionality</li> <li>• Budget and Financial Management</li> <li>• A valid Code B Driving Licence</li> <li>• Willingness and ability to work over and above call of work and under pressure</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To head and manage the administration of the Municipality subject to relevant legislation and Council policies</li> <li>• To manage the interface between the political and administrative structures of the municipality</li> <li>• To implement the Municipality's Integrated Development plan</li> <li>• Ensure the development and implementation</li> </ul>

	<p>of strategies that will have a measurable impact on organizational productivity and financial performance</p> <ul style="list-style-type: none"> <li>• Development and management Performance Management System of the Municipality</li> <li>• Management of the provision of services to the local community in a sustainable and equitable manner</li> <li>• Facilitate the participation of the local community of the Municipality</li> <li>• Develop and maintain a system to assess community satisfaction with municipal services</li> <li>• Ensure the sound management of all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality and proper diligent compliance with applicable municipal finance management legislation</li> <li>• Give advice to political structures and political office bearers of the municipality, setting sound communication with them and administering and carrying out their decisions</li> <li>• To exercise any powers and perform any duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality</li> </ul>
<b>Key Competencies</b>	<p>The following competencies as described in the National Treasury Minimum Competency Framework for Accounting Officers are essential for the Municipal Manager:</p> <ul style="list-style-type: none"> <li>• Ability and commitment to develop a rural environment</li> <li>• Ability to provide, strategic, visionary and innovative leadership and management</li> <li>• Strategic and Operational Financial Management</li> <li>• Governance, Ethics and Values in Financial Management</li> <li>• Financial and Performance Reporting</li> <li>• Risk and Change Management</li> <li>• Project Management</li> <li>• Legislation, Policy and Implementation</li> <li>• Stakeholder Relations</li> <li>• Supply Chain Management</li> <li>• Audit and Assurance</li> <li>• An action-driven innovative and result-orientated team player and far-sighted developmental strategist.er position:</li> </ul>

<b>OFFICE OF THE MAYOR'</b>	
<b>POSITION 2: DIRECTOR: INTEGRATED PLANNING &amp; ECONOMIC DEVELOPMENT (IPED)</b>	
<b>CONTRACT</b>	<b>FIVE (5) YEAR FIXED TERM PERFORMANCE BASED CONTRACT</b>
<b>ALL INCLUSIVE PACKAGE</b>	Total Remuneration package will be in terms of Government Gazette No 43122 dated 20 March 2020 <b>Remuneration: minimum – minimum– R815 063 midpoint – R905 626 -maximum R996 188</b>
<b>PLACE</b>	<b>CALA &amp; EKHOWA (Elliot), Eastern Cape</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Matriculation or equivalent certificate</li> <li>• Bachelor's Degree in Building Sciences, Architecture, Town and Regional Planning or Development Studies or equivalent.</li> <li>• A relevant and appropriate NQF level 8 qualifications will be a strong recommendation</li> <li>• Compliance with the minimum competency levels as prescribed by the Government Gazette no 29967 of 15 June 2007</li> <li>• Planning and organising skills</li> <li>• A minimum of a five years' experience at a middle management level</li> <li>• Have proven successful institutional</li> </ul>

	transformation within public or private sector •Good communication skills •Advanced knowledge and understanding of relevant polices 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 Financial Management •A valid Code B Driving Licence •Willingness and ability to work over and above call of work and under pressure
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To facilitate economic development in the municipality</li> <li>• To guide and lead planning for LED initiatives i.e. SMME's, tourism development, economic policy and research including investments and trade promotions.</li> <li>• To lead the development and implementation of land management strategies and spatial plans.</li> <li>• To coordinate housing development</li> <li>•To lead the development of Town planning schemes and township establishment.</li> <li>• To guide and lead the development of IDP and the long term vision of the municipality.</li> <li>• To coordinate the development of organisational annual performance plans (Service Delivery and Budget Implementation Plan).</li> <li>• To be responsible for monitoring and evaluation of organisational performance plans.</li> </ul>
<b>KEY COMPETENCIES</b>	<p>The following competencies as described in the National Treasury Minimum Competency Framework for Senior Managers are essential for the Director:</p> <ul style="list-style-type: none"> <li>• Ability to provide, strategic, visionary and innovative leadership and management</li> <li>• Strategic and Operational Financial Management</li> <li>• Governance, Ethics and Values in Financial Management</li> <li>• Financial and Performance Reporting</li> <li>• Risk and Change Management</li> <li>• Project Management</li> <li>• Legislation, Policy and Implementation</li> <li>• Stakeholder Relations</li> <li>• Supply Chain Management</li> <li>• Audit and Assurance</li> <li>• An action-driven innovative and result-orientated team player and far-sighted developmental strategist.er position:</li> </ul>

**Applications should be addressed to:**

**The Mayor**  
Sakhisizwe Municipality  
PO BOX 26  
CALA  
5455

<b>POSITION 3: AFS, BUDGET &amp; REVENUE MANAGER</b>	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> <li>• TASK GRADE 14</li> <li>• R389, 502.75-R505,608.72</li> </ul>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12</li> </ul>

	<ul style="list-style-type: none"> <li>• B Com Degree in Accounting or National Diploma in Accounting or equivalent.</li> <li>• Must have at least 3 years minimum working experience and proof of compiling Annual Financial Statements for a Municipality, Managing of Budget Report and Asset Management</li> <li>• Certificate in Municipal Finance Management Programme is an added advantage or a candidate will be afforded an opportunity to do the programme over an 18 month period</li> <li>• Must have completed articles as a Trainee Accountant</li> <li>• Ability to work under pressure</li> <li>• Report writing and presentation skills</li> <li>• Valid Driver's Licence</li> </ul>
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>• Managing the process of compiling financial statements, budget and reporting and asset management by,</li> <li>• Directing and preparing credible monthly, quarterly and annual GRAP compliant financial statements</li> <li>• Performing monthly audit readiness by coordinating monthly the preparation of the audit file for external audit</li> <li>• Coordinating and facilitating all internal control procedures associated with the compilation of Financial Statements</li> <li>• Preparing and submission of Section 52d, 71 and 72 reports to the Chief Financial Officer</li> <li>• Preparation, implementing and monitoring of annual budget</li> <li>• Preparation, implementing and monitoring of an adjustment budget</li> <li>• Ensuring that fixed asset register, sub-ledgers, general ledger and all relevant audit control balance to ensure credible compilation of mandatory statements and reports.</li> <li>• Update the fixed assets register and balance it with general ledger monthly.</li> <li>• Prepare and develop procedures for Audit working file information and respond to audit queries out of mandatory audits.</li> <li>• Assisting with compilation of audit action plan.</li> </ul>

<b>POSITION 4: IDP OFFICER</b>	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> <li>• TASK GRADE 11</li> <li>• R260,287.31-R337,867.00</li> </ul>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Degree/National Diploma in Development Planning or equivalent.</li> <li>• A relevant minimum 1 year experience in Local Government preferable with experience in Integrated Development Planning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Computer Literacy</li> <li>• Valid Driver's Licence will be an added advantage.</li> </ul>
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>• Assist the IPED Director to ensure that national time frames regarding IDP and budget processes are adhered to.</li> <li>• Assist the IPED Director to ensure that the municipal planning process is horizontally and vertically aligned and complies with national and provincial requirements.</li> <li>• Assist the IPED Director to facilitate and ensure the development of strategic IDP that is appropriate to the conditions of the area.</li> <li>• Ensure proper documentation of the process and results of IDP through ensuring relevant documentation is filed for archives and is available for governmental and public scrutiny.</li> <li>• Conduct community research that will inform the IDP's alignment with other departments, neighbouring municipalities and sector departments.</li> <li>• Perform secretariat functions for all IDP meetings.</li> <li>• Perform all other general functions associated with the position.</li> </ul>

POSITION 5: ELECTRICAL TECHNICIAN	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> <li>• TASK GRADE 11</li> <li>• R260,287.31 – R337,867.00</li> </ul>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Bachelor's Degree / National Diploma in Electrical Engineering or equivalent.</li> <li>• Minimum 1 year working experience as an electrician.</li> <li>• Ability to develop, implement and monitor sound infrastructure development programme for the electrical networks.</li> <li>• Sound knowledge of the OHS Act and distribution network management and operations compliances.</li> <li>• Knowledge of Local Government Legislations.</li> <li>• Valid Driver's Licence C1</li> </ul>

<ul style="list-style-type: none"> <li>• KEY PERFORMANCE AREAS</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the planning and implementation of the INEP Grant projects.</li> <li>• Ensure the satisfactory rendering of the electrical department functions including safe, efficient operations and maintenance of the network to restore the network and minimise outages. Network control, metering, protection, minimising electricity losses and demand side management.</li> <li>• Electrical Engineering – infrastructure consisting of 66/22/11Kv network and a demand of 14 MVA.</li> <li>• Plan and manage the planning, work in progress and completion of specialised tasks and activities associated with 22/11/0,4/0,23Kv system.</li> <li>• Lead, co-ordinate and oversee the maintenance of the town’s street lighting systems, park and athletic field lights and electrical system and building security lighting.</li> <li>• Responsible for revenue, meter installation, meter readings, meter audits and billing calculation.</li> <li>• Assist in maintenance of municipal buildings, traffic, street and high mast lights and approval of building plans, assistance in town and regional planning and management of technical contracts awarded by Council.</li> </ul>
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<b>POSITION 6: EXAMINER OF VEHICLE</b>	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> <li>• TASK GRADE 07</li> <li>• R154 471.82- R200 515.42</li> </ul>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Diploma for Examiner of Vehicles Grade A</li> <li>• Registration as an Examiner of Vehicles and must be in possession of Grade A</li> <li>• At least 3 years working experience in the similar field</li> <li>• Understanding of legislation, Acts and Regulations in the functionality</li> <li>• A Valid Code A &amp; Code EC Driver’s Licence</li> <li>• Computer Literate</li> <li>• No Criminal Record</li> </ul>
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>• Co-ordinate and control the application of procedures associated with vehicle testing by ensuring road safety is maintained through</li> </ul>

	<p>accurate assessment and certification of vehicles satisfying the minimum prescribed requirements.</p> <ul style="list-style-type: none"> <li>• Attend to specific administrative recording and recordkeeping sequences by ensuring information, records and reports are organised, completed, submitted and maintained in accordance with procedures and guidelines directing administrative outcomes.</li> <li>• Conduct or check testing equipment functionality on completion of routine maintenance sequences by ensuring that vehicle equipment is checked for accuracy and planned maintenance requirements are implemented and adhered to, enabling optimal functionality.</li> </ul>
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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.

Interested persons should submit their detailed CV's, certified copies of qualifications and supporting documents with application letters to:

**Applications should be addressed to:**

**Acting Municipal Manager**

Sakhisizwe Municipality  
 Erf 5556  
 Mtata Road  
 CALA  
 5455  
 Or

**Acting. Municipal Manager**

Sakhisizwe Municipality  
 PO BOX 26  
 CALA  
 5455

**NB: Failure to submit documents listed above will result in disqualification. Faxed/emailed application will not be accepted and APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.*

**The Municipality reserves the right not to make any appointment in respect of the advertised posts.  
 Closing Date: 17 July 2020@16H00**