



# SAKHISIZWE

## MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455

ERF 5556, UMTHATHA 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>POSITION 1: DIRECTOR: CORPORATE SERVICES</b>	
NATURE OF EMPLOYMENT	FIVE YEAR FIXED TERM CONTRACT
REMUNERATION	Total Remuneration package will be in terms of Government Gazette No 43122 dated 20 March 2020 Remuneration Package: Minimum – R815 063 Midpoint – R906 626 – Maximum 996 188
PLACE TO BE STATIONED	Sakhisizwe Local Municipality ( Cala & Khowa )
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• A relevant Bachelor's Degree in Public Administration, Social Science, Law or equivalent.</li> <li>• Certificate in Municipal Finance Management Programme or a candidate will be afforded an opportunity to complete the certificate within an 18 months period after appointment.</li> <li>• Minimum 5 year's relevant experience in middle management level preferable in Local Government.</li> <li>• Valid Driver's Licence.</li> </ul>
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Advanced knowledge and understanding of relevant policy 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 knowledge of corporate support services, Human Capital, Legal services, Facilities management, Information communication technology and Council support.</li> <li>• Good knowledge of supply chain management regulations and preferential procurement policy framework Act, 2000 ( Act No. 5 of 2000)</li> <li>• Good Governance</li> </ul>

	<ul style="list-style-type: none"> <li>• Labour Relations Act and other labour related prescripts</li> <li>• Knowledge of coordination and oversight of all specialised support functions.</li> </ul>
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>• Manage the entire Corporate Services Directorate and provide advice on Local Government legislative prescripts.</li> <li>• Lead and Direct the Human Resources, Legal Services, Information, Communication and Technology functions.</li> <li>• Render support to Council and Council Committees.</li> <li>• Support the Accounting Officer and contribute to the formulation and drafting of municipal policies that are in line with the IDP and legislative framework governing Local Government.</li> <li>• Monitor and support the implementation of systems and procedures to ensure good governance.</li> <li>• Promoting sound labour relations, organizational development, occupational health and safety, change management and transformation.</li> <li>• Overseeing the implementation of the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Plan and Skills Development Plan of the Council.</li> <li>• Co-ordinate the development, implementation and review of Municipal By-Laws.</li> <li>• Responsible for the development and implementation of the Service Delivery and Budget Implementation Plan of the Directorate.</li> </ul>

<b>POSITION 2 : MANAGER: PROJECT MANAGEMENT UNIT</b>	
NATURE OF EMPLOYMENT	3 YEAR FIXED TERM CONTRACT
REMUNERATION	<ul style="list-style-type: none"> <li>• TASK GRADE: 16</li> <li>• R 505,608.72 – R 656,321.88</li> </ul>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• A Bachelor's Degree or National Diploma in Civil Engineering or Built Environment.</li> <li>• Diploma in Project Management is an added advantage.</li> <li>• A relevant minimum 5 years working experience in Project Management field preferable in Local Government is required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Registered with ECSA/SACPCMP as a candidate will add advantage.</li> <li>• Valid Driver’s Licence</li> <li>• Knowledge of Municipal Infrastructure Grant and Municipal Infrastructure System.</li> <li>• Auto CAD or any other design programme will be an added advantage</li> </ul>
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>• Responsible in managing and co-ordinating the PMU, advises the Council on how best to implement infrastructure projects.</li> <li>• Ensure that projects are completed as per requirements of the municipality.</li> <li>• Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of relevant areas.</li> <li>• Responsible for the safety related duties and application of the Occupational Health and Safety Act.</li> <li>• Knowledge of government policies on service delivery, poverty alleviation and eradication and job creation.</li> <li>• Sound knowledge on infrastructural delivery and maintenance of roads and related infrastructure.</li> <li>• Managing of grant funded projects</li> <li>• Registering projects on MIG &amp; MIS</li> <li>• Reporting on MIG &amp; MIS</li> </ul>
<b>POSITION 3: INCOME &amp; REVENUE MANAGER</b>	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> <li>• TASK GRADE: 14</li> <li>• R 389, 502.75 – R 505, 608.72</li> </ul>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• B. Com Degree / B Tech in Accounting, Revenue Control or Financial Management.</li> <li>• Must be in possession of a Certificate in Municipal Finance Management or a candidate will be afforded an opportunity to complete the certificate within 18 months of appointment.</li> <li>• 5 – 10 years Revenue or Financial management experience, preferable in Government.</li> <li>• 3 years must be at a supervisory level.</li> <li>• A minimum of 2 years proven experience with revenue collection in public and private sphere.</li> </ul>

	<ul style="list-style-type: none"> <li>Valid Driver's Licence</li> </ul>
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>General management of revenue services.</li> <li>Manage accounts receivables, update and reconcile revenue accounts, prepare financial reports reflecting the municipality's income status.</li> <li>Preparing and setting of Tariffs.</li> <li>Implementation of General Valuation Roll.</li> <li>Billing and revenue collection systems, manage and monitor a variety of revenue sources for the municipality including equitable shares, property rates, and tariffs on utility services.</li> <li>Development and management of indigent services including partnering with other spheres of government in regard to poverty alleviation of indigent to improve their status and facilitate their exit from the indigent programmes.</li> <li>Management of Free Basic Services.</li> <li>Oversee the implementation of the Credit control and other related policies.</li> <li>Manage and Supervise revenue staff.</li> </ul>
<b>POSITION 4 : IT TECHNICIAN</b>	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> <li>TASK GRADE 11</li> <li>REMUNERATION: R260,287.31 – R337,867.00</li> </ul>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>Grade 12</li> <li>A Bachelor's Degree in Computer Science or National Diploma in Information Technology.</li> <li>Valid Driver's Licence</li> <li>A relevant minimum 3 years working experience in information and communications technology environment.</li> </ul>
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>Monitor telephone systems and switchboard</li> <li>Install, configure and test applicable software and hardware</li> <li>Set up, install and test new units prior to hand over and monitor functionality in the live environment.</li> <li>Ensure that quality hardware and software technical support is made available to the entire client base within the municipality.</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor, install, configure, upgrade and repair network points.</li> <li>• Implement user access and integration for first time users as created by Network Administrator.</li> <li>• Ensure that all first time users have access to required Municipal systems on all necessary devices</li> <li>• Diagnose specific hardware or networking problems, develop corrective measure for implementation by ICT team as appropriate.</li> <li>• Ensure all systems, network and hardware are adequately integrated and compatible.</li> <li>• Perform remote and on-site technical end user support.</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. Fraudulent qualification or canvassing of Councillors or officials 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:**

<b>Municipal Manager</b>	<b>Or Delivered</b>
<b>NOMTHANDAZO MAZWAYI</b>	
Sakhisizwe Municipality	Sakhisizwe Municipality
P. O. Box 26	ERF 5556, Umthatha Road
CALA	CALA
5455	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.**

**The Municipality reserves the right not to make any appointment in respect of the advertised posts.**

**Closing Date: 14 October 2021@16H00**