



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

| POSITION 1 : MANAGER IN THE OFFICE OF THE MAYOR & SPEAKER | |
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| NATURE OF EMPLOYMENT | PERMANENT |
| REMUNERATION | <ul style="list-style-type: none"> • TASK GRADE: 14 • R 422,888.98 – R 548,946.97 |
| MINIMUM REQUIREMENTS | <ul style="list-style-type: none"> • Grade 12 • A Bachelor's Degree in Political Science, Public Administration. • A relevant minimum 5 years working experience in Local Government Administration, of which 2 years must have been in a supervisory role. • Valid Driver's Licence |
| KEY PERFORMANCE AREAS | <ul style="list-style-type: none"> • Manage activities in the office of the Mayor & Speaker. • Analyse service delivery and needs of internal customers and other statistics. • Co – ordinate the different functions or activities of the office to ensure that all staff has a uniform goal and objectives to enhance service delivery to the Municipality Departments. • To manage office of the Mayor & Speaker and special programmes. • Co – ordinate assisting Mayor's funds for educational registration to the public from the Mayor's discretionary funds. • Managing special programmes activities by developing, implementing, monitoring and advocacy awareness campaigns and special programmes. • Develop, plan and manage sustainable programmes on poverty alleviation, gender development, youth development, disabled and marginalised groups and HIV/AIDS. • Accompany the Mayor & Speaker to various meetings. • Manage financial resources on special programmes. • Plan, monitor and control the units annual budget guided by the budgetary requirements of council. |

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| | <ul style="list-style-type: none"> • Provide inputs into the annual budget for programmes and projects identified through the IDP process of the municipality. • Knowledge of municipal laws and regulations. |
| <p align="center">POSITION 2: AUDIT COMMITTEE MEMBER X3</p> <p>In accordance with Section 166 of the Local Government Municipal Finance Management Act 56 of 2003, Local Government Municipal Planning and Performance Management Regulation of 2001, Sakhisizwe Local Municipality seeks to appoint suitably qualified professionals that will serve as Audit Committee members.</p> <p>Nominations are invited from various fields of professions that will add value to the Municipality.</p> | |
| TERM OF OFFICE | The appointment is for a period of 3 years. |
| REMUNERATION | Appointed members will be remunerated for attending meetings in accordance with the prescripts and guidelines of National Treasury. |
| MINIMUM REQUIREMENTS | <ul style="list-style-type: none"> • Grade 12 • Bachelor's Degree in Accounting, Auditing, Risk Management, Performance Management, Human Resource Management and Labour Relations, Legal Studies, Environmental Studies, Information Technology or Civil Engineering. • 3 year's experience as an Audit Committee member within Local Government or Municipality or Municipal Entity with positive audit outcomes. • Proven expertise and experience in the fields of Financial Management, Risk Management, Performance Management, Human Resource Management and Labour Relations, Auditing, Accounting, Information Technology, Legal, Project Management, Corporate Governance, Internal Controls, Knowledge of municipal legislations and operations. • Registration with a professional body of Auditors, Accountants, Legal, Engineering or Risk Management. • Valid Driver's Licence |
| KEY PERFORMANCE AREAS | <ul style="list-style-type: none"> • Advise the Municipal Council in terms of section 166 of the Local Government Municipal Financial Management Act and section 14 (4)(a)(i) to (iii) of the Municipal Planning and Performance Management Regulation of 2001 of the Municipal Systems Act. • Advise and engage with Municipal Public Accounts Committee on matter outlined in section 166 of the Local Government Municipal Finance Management Act. • Advise the Municipal Council, the political office-bearers, the Accounting Officer and management |

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| | <p>staff of the municipality on matters mentioned above.</p> <ul style="list-style-type: none"> • Review the Annual Financial Statements of the municipality to provide the Municipal Council with an authoritative and credible view of the financial position of the municipality including its efficiency, effectiveness and its overall level of compliance with applicable legislation. • Respond to the Council on any issues raised by the Auditor-General. • Report to Council quarterly in a format as outlined in the internal audit framework as published by Treasury. • Perform duties as required by section 166 of the Local Government Municipal Finance Management Act 56 of 2003. |
| COMPETENCIES | <p>The members of the committee should at least meet the following competency requirements:</p> <ul style="list-style-type: none"> • Have the necessary leadership and personal qualities • Have the ability to lead and participate in the discussions. • Have a good understanding of the committee position in the governance structure. • Have the ability and capability to conduct the Audit Committee affairs efficiently and effectively. |

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:

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|----------------------------|-------------------------|
| Municipal Manager | Or Delivered |
| NOMTHANDAZO MAZWAYI | |
| 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: 29 July 2022@16H00