



STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

Suitably qualified candidates are invited to apply for the following position/s before the closing date of:

CLOSING DATE: 16 FEBRUARY 2018

The following Senior Management Positions will be dealt with in terms of the Municipal Systems Act (Act no. 32 of 2000), Regulations on appointment and conditions of employment of Senior Managers (Regulation no. 37245).

DIRECTORATE: CORPORATE SERVICES

EXECUTIVE DIRECTOR: CORPORATE SERVICES

TERM OF APPOINTMENT: This is a 5 year fixed term performance based contract in terms of Section 56 of the Municipal Systems Act of 2000 as amended. The incumbent reports directly to the Municipal Manager.

PLACE TO BE STATIONED: Middelburg Mpumalanga (MP313)

ANNUAL TOTAL REMUNERATION PACKAGE: MIN: R973 759 / MID: R1 145, 598 / MAX: R 1 317,437 p.a. (Including benefits) plus performance bonus. Payment is in terms of Local Government: Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers – Notice 1092 of 2017.

COMPETENCY AND GENERAL REQUIREMENTS: As prescribed in Sections 8 and 9 of the Local Government : Regulations on Appointment and Conditions of Employment of Senior Managers promulgated in Government Gazette No 37245 on 17 January 2014.

REQUIREMENTS: Bachelor's Degree in Public Administration/ Management Sciences/ Law. 5 years relevant experience which should include experience in middle management level. Have proven successful management experience in administration. Valid code B driver's license.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation. Good Knowledge and understanding of institutional governance systems and performance management. Good Knowledge of corporate support services including Human Resources Management, 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 and other labour-related prescripts. Legal background and human capital management. Knowledge of coordination and oversight of all specialised support functions.

CORE FUNCTIONS:

- Ensuring that the municipality complies with all legal requirements.
- Responsible for proper functioning of the following departments:
 1. Legal and Administration
 2. Human Resources Management
 3. Information Technology Services
 4. Property and Valuation Services
 5. Stakeholder Liaison
 6. Customer Care

7. Communications and Events Management

- Any other duties as may be determined by the Municipal Manager

OTHER REQUIREMENTS: The successful candidate will be required:

- (a) To sign an employment contract, a performance agreement and to disclose any financial interest;
- (b) To undergo security vetting and competency Assessment.

REF: 8003

DIRECTORATE: COMMUNITY SERVICES

EXECUTIVE DIRECTOR: COMMUNITY SERVICES

TERM OF APPOINTMENT: This is a 5 year fixed term performance based contract in terms of Section 56 of the Municipal Systems Act of 2000 as amended. The incumbent reports directly to the Municipal Manager.

PLACE TO BE STATIONED: Middelburg Mpumalanga (MP313)

ANNUAL TOTAL REMUNERATION PACKAGE: MIN: R973 759 / MID: R1 145, 598 / MAX: R 1 317,437 p.a. (Including benefits) plus performance bonus. Payment is in terms of Local Government: Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers – Notice 1092 of 2017.

COMPETENCY AND GENERAL REQUIREMENTS: As prescribed in Sections 8 and 9 of the Local Government : Regulations on Appointment and Conditions of Employment of Senior Managers promulgated in Government Gazette No 37245 on 17 January 2014.

REQUIREMENTS: Bachelor's Degree in Social Sciences/ Public Administration/ Law. 5 years relevant experience which should include experience in middle management level. Have proven successful Institutional transformation within public or private sector. Valid code B driver's license.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation. Good Knowledge and understanding of institutional governance systems and performance management. Understanding of council operations and delegation of powers, as well as – Health and service management, Cemetery management, Public safety and Parks and recreation management.

CORE FUNCTIONS:

- To provide community services through the following departments:
 1. Environmental and Solid Waste Management
 2. Licensing Services
 3. Traffic and Security Services
 4. Emergency Services
 5. Cultural Services
- Any other duties as may be determined by the Municipal Manager

OTHER REQUIREMENTS: The successful candidate will be required:

- (a) To sign an employment contract, a performance agreement and to disclose any financial interest;
- (b) To undergo security vetting and competency Assessment.

REF: 8002

Please note: The **compulsory application form** for employment of Senior Managers as prescribed in Section 11 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers promulgated in Government Gazette No 37245 on 17 January 2014, is obtainable from the municipal website: www.stlm.gov.za

ENQUIRIES REGARDING SENIOR MANAGERS POSITIONS CAN BE DIRECTED TO THE CONTACT PERSON:

B Khenisa (Acting Municipal Manager)

013-249 7263

mmoffice@stlm.gov.za

OFFICE OF THE MAYOR

ASSISTANT DIRECTOR: YOUTH DEVELOPMENT - FIVE (5) YEARS FIXED CONTRACT

DEPARTMENT: OFFICE OF THE MAYOR

POST LEVEL: 3

SALARYSCALE: R437 565 p.a.

BENEFITS OFFERED: Medical aid, Pension Fund and Housing allowance. Cell phone allowance and 850km p/m Travel allowance.

QUALIFICATIONS/ REQUIREMENTS: A relevant National Diploma (NQF 6). Two (2) years' experience in youth activities. Demonstrate an understanding of youth development programmes. Valid Code 8 (B) driver's license.

KEY RESPONSIBILITIES: Developing principles and guidelines and make recommendations to the Municipality regarding such guidelines, for the implementation of Youth Development Policy. Coordinating, directing and monitoring the implementation of Youth Policy. Maintain close liaison with institutions of youth development, government departments, bodies or authorities which have established to foster common policies and practices and to promote co-operation. Coordinating the activities of the various provincial government institutions involved in youth matters and to link those activities to an integrated local youth development policy. To develop appropriate strategy that will enable the municipality to meet its policy commitments and legal obligations to the youth. To conduct or commission meaningful, period research into youth development and its impact in the municipality. To coordinate youth summit as may be dictated by the policy of the municipality. To manage projects for, and report on, various interventions aimed at youth development. To develop mechanism such as scorecards or indicators for monitoring and evaluation of the municipality's performance on youth development. Initiate programmes and projects and ensure their inclusion in the Integrated Development Plan (IDP) of the municipality including its regular updates and amendments. To provide a platform for advocacy, public information and planning for the youth structures in the municipality. To provide a stakeholder liaison and representation function on youth matters on behalf of the management at regional and national levels. Compliance to relevant legislation. To perform any other duties given by the supervisor.

CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES: Computer Literacy. Good communication skills. Knowledge of local languages. Interpersonal relations. Organizing skills Report writing skills. Must be able to work diligently and independently. Willingness to work irregular hours.

REF: 0011

DIRECTORATE: FINANCIAL SERVICES

ACCOUNTANT EXPENDITURE & CREDITORS

DEPARTMENT: FINANCIAL SERVICES

POST LEVEL: 06

SALARY SCALE: R317 400/ R333 546/ R350 487 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Relevant National Diploma in Accounting or Financial or Cost Management Accounting or Local Government Finance or Public Finance Management & Administration. 2-3 years relevant expenditure or accounting experience. Supervisory experience would be an advantage. Certificate in Municipal Finance Management Programme (CPMD) would be an advantage. Computer literacy in MS Office.

KEY PERFORMANCE AREAS: Responsible to manage all expenditure payments to be paid within 30 days. Compilation of tender registers and contract management. Verify and oversee creditors' reconciliations. Verify and oversee direct, cheque and EFT payments. Responsible to keep registers to ensure all recurring invoices are paid monthly by due date. Respond to supplier enquiries, control over documents, cheque registers and supervision of petty cash. Ensure compliance with supply chain management requirements.

REF: 2009

ACCOUNTANT CONSUMER ENQUIRIES

DEPARTMENT: FINANCIAL SERVICES

POST LEVEL: 06

SALARY SCALE: R317 400/ R333 546/ R350 487 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Relevant National Diploma in Accounting or Financial or Local Government Finance or Public Finance Management & Administration. 2-3 years relevant consumer experience. Supervisory experience would be an advantage. Certificate in Municipal Finance Management Programme (CPMD) would be an advantage. Computer literacy in MS Office with advanced Excel.

KEY PERFORMANCE AREAS: Control and collect all revenue of the Municipality by ensuring that accounts are correct. Levying all levies including consumer deposits and guarantees. Handling of telephonic and personal enquiries. Adjustment of all consumer deposits. Write back of RD cheques. Control opening and closing of accounts. Control tariffs are correctly linked to accounts.

REF: 2043

SALARIES CLERK

DEPARTMENT: FINANCIAL SERVICES

POST LEVEL: 10

SALARY SCALE: R181 146/ R188 748/ R196 875/ R205 878 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Appropriate level of secondary education equivalent to NQF level 4 (Grade 12) or higher. 1-2 years relevant salaries experience. Certificate in payroll administration would be an advantage. Computer literacy in MS Office.

KEY PERFORMANCE AREAS: Responsible to capture salary input into payroll information system – capturing new appoints and terminations, approved annual notch increases, overtime, bonuses, acting allowances, all forms of leave and reconciliation of statutory and third party deductions. Sort and distribute cheques and pay slips.

REF: 2030

DIRECTORATE: CORPORATE SERVICES

HUMAN EMPLOYMENT SERVICES OFFICER

DEPARTMENT: HUMAN RESOURCES MANAGEMENT

POST LEVEL: 06

SALARY SCALE: R317 400/ R333 546/ R350 487 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Relevant National Diploma in Human Resources Management or relevant equivalent NQF level 6 qualification PLUS 4 years experience in Recruitment and Selection. Must have experience in conducting interviews. Sound Knowledge of S.A. Labour Legislation and other Legislation applicable to Local Municipalities, HR Systems. Computer literacy. Valid code B driver's license. Registration as a Psychometrist would be an added advantage.

KEY PERFORMANCE AREAS: Recruitment and selection. Compilation of advertisement and the placement of adverts in the relevant media formats. Compilation of schedules and shortlists. Hold structured panel interviews. Compiling assessments and administering of assessment sessions. Compilation of recruitment related reports. Use of HR Software systems, personnel administration, verification service programs. Interpretation of S. A. Labour Law and Bargaining Council Agreements and other related functions.

REF: 0115

DIRECTORATE: COMMUNITY SERVICES

SECRETARY

DEPARTMENT: CULTURAL SERVICES

POST LEVEL: 10

SALARY SCALE: R181 146/ R188 748/ R196 875/ R205 878 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Diploma in Secretarial Administration or Office Administration (NQF level 5). 2-3 years experience as a secretary, personal assistant and/or receptionist. Computer literacy (MS Office). Must be able to type accurately. Good interpersonal skills. Good verbal and written communication skills. Good organizing skills.

KEY PERFORMANCE AREAS: Perform secretarial duties in the Assistant Director: Cultural Services Office. Diary management of the Assistant Director: Cultural Services. Travel and accommodation arrangements. Meetings and catering arrangements. Typing and formatting documents and filing. General administrative duties.

REF: 1313

LIBRARY ASSISTANT GRADE 1

DEPARTMENT: CULTURAL SERVICES

POST LEVEL: 12

SALARY SCALE: R141 393/ R143 745/ R148 665/ R153 846/ R159 282 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Grade 12 PLUS Computer Literacy (MS Office). 2-3 years relevant experience. Experience in a library environment would be an advantage.

KEY PERFORMANCE AREAS: Circulation of library materials. Information provision to the public. Shelving of books. Administering library membership. Marketing of library services.

REF: 1301

LIBRARY ASSISTANT (KOMATI)

DEPARTMENT: CULTURAL SERVICES

POST LEVEL: 14

SALARY SCALE: R114 990/ R117 180/ R120 630/ R124 272/ R126 930 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Grade 12 PLUS Computer Literacy (MS Office). 1 year relevant experience. Experience in a library environment would be an advantage.

KEY PERFORMANCE AREAS: Circulation of library materials. Information provision to the public. Shelving of books. Administering library membership. Marketing of library services.

REF: 1300

OPERATOR GRADE 1: HENDRINA (RE-ADVERTISEMENT)

POST LEVEL: 12

SALARY SCALE: R141 393/ R143 745/ R148 665/ R153 846/ R159 282 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Grade 10 plus 5 years relevant experience and a valid Front End Loader Operator Certificate. Valid code EC1 driver's license and valid PDP. Must be physically fit.

KEY PERFORMANCE AREAS: Clearing of illegal dumping on streets and open spaces. Removal of bulk waste by loading the waste onto a tipper truck for disposal at land fill site. Ensuring that all the complaints pertaining to dumped refuse are attended to expediently and efficiently. Completion of log sheets and the prescribed vehicle inspection list on a daily basis every morning before departure from the Service Centre and report immediately to supervisor.

REF: 5113

VEHICLE DRIVER GRADE 2 (RE-ADVERTISEMENT)

DEPARTMENT: ENVIRONMENTAL AND SOLID WASTE MANAGEMENT

POST LEVEL: 14

SALARY: R114 990/ R117 180/ R120 630/ R124 272/ R126 930 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Grade 10 Plus valid Code EC driver's license and valid PDP. Experience in driving heavy vehicles is essential. 4 years relevant experience of which 2 years should be in driving heavy vehicles. Must be physically fit.

KEY PERFORMANCE AREAS: Refuse removal in the MP313 area. Drive refuse removal compactor vehicle and supervise vehicle crew. Ensure that crew performs as expected in designated area. Repair punctures on vehicle and assist Foreman with minor vehicle repairs.

REF: 4048

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

DIRECTOR: FLEET MANAGEMENT (RE-ADVERTISEMENT)

DEPARTMENT: FLEET MANAGEMENT

POST LEVEL: 01

SALARY SCALE: R 562 404 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance and 850 km/pm Travel Allowance.

REQUIREMENTS: A relevant B-Degree in Automotive/ Mechanical / Engineering and/or Project Management with exposure to construction-related fields. Significant knowledge and exposure to Transportation or Fleet Management and Logistics, Buildings construction and maintenance is vital. Ten (10) years relevant experience whereof 2-3 years' experience in a managerial role.

KEY PERFORMANCE AREAS: To manage the provisioning and maintenance of municipal buildings and vehicle fleet. Control and administer the internal construction and maintenance programs of the Council's municipal building projects. Manage and control the Council's fleet, plant and equipment. Manage the municipality's workshops.

REF: 4909

ASSISTANT DIRECTOR: FLEET MANAGEMENT (RE-ADVERTISEMENT)

DEPARTMENT: FLEET MANAGEMENT

POST LEVEL: 03

SALARY SCALE: R437 565 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance and 850 km/pm Travel Allowance.

REQUIREMENTS: National Diploma in Automotive Engineering, Mechanical Engineering, Transportation, Fleet Management and Logistics or equivalent plus five (5) years relevant experience.

KEY PERFORMANCE AREAS: To manage and control Council's fleet, plant and equipment and workshops. Administer a fleet management program to ensure an able and roadworthy vehicle fleet. Provide and manage a centralised mechanical workshop service to the municipality to maintain mechanical installations, machinery, vehicles, plant and equipment. Central procurement of fleet.

REF: 4910

PLEASE NOTE:

1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers as well as academic institutions.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
5. Applications must be submitted on the prescribed form (available from the Municipal Offices

or can be printed from Council's web site "www.stlm.gov.za") or by means of a detailed Curriculum Vitae and Covering Letter, together with certified copies of qualifications or certificates and identity document to:

Human Resources Management, P O Box 14, Middelburg, 1050.

Courier Address: Human Resources Management, Ground Floor, CNR Walter Sisulu Street and Wanders Avenue, Middelburg

Further Enquiries: Human Resources Management: Tel: (013) 249 7000.

6. Incomplete or incorrect information on an application form or CV form will disqualify an applicant.

7. Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date.