



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: 13 APRIL 2018

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

DIRECTOR: OPERATIONS (5 year fixed contract)

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

POST LEVEL: 01

SALARY SCALE: R 562 404 p.a. (Total Package of R940 000 p.a. including benefits)

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

REQUIREMENTS: Master's Degree in Economics or Public Development or Engineering or Business Management or any other relevant Master's Degree. 6 years relevant experience. Computer Literacy (MS Office & other software applications). Excellent negotiation and communications (verbal & written) skills. Problem-solving, analytical thinking, innovative, policy formation and report writing skills. Ability to establish and maintain cooperative relationships with all stakeholders. Knowledge of research and data collections methods and techniques; Stakeholder management; Principles and practices of project management. Registration with a Professional Body will be an added advantage. Valid code B driver's license.

KEY PERFORMANCE AREAS: Perform a variety of broad, complex staff support functions for the Municipal Manager and the Town Council. Co-ordinate projects and meetings with Directors, outside agencies and developers. Conduct research, collect and analyse data and prepare documents and reports. Attract new investments in the Municipality. Project Management. Prepare Municipal Manager and Council correspondence. Implement and enforce Municipality policies and procedures. Supervise Municipal Manager's office staff. Provide customer service to the general public; and provide assistance in problem solving complaints.

REF: 4909

DIRECTORATE: FINANCIAL SERVICES

DIRECTOR: FINANCIAL SERVICES

DEPARTMENT: FINANCIAL SERVICES

POST LEVEL: 01

SALARY SCALE: R562 404 p.a. (Total Package of R940 000 p.a. including benefits)

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

REQUIREMENTS: Bachelor's Degree (NQF 7) in Accounting or Economics or Public Finance Management & Administration. Minimum of 5-6 years experience in financial management of which at least 3 years should be at management level. Computer Literacy and proficient in all Microsoft applications. Proficiency in competency areas as prescribed in the minimum competency levels regulation will serve as an advantage. General knowledge of MFMA and applicable legislation. Knowledge of performance and risk management. Leadership and capacity building skills. Sound co-ordination of financial governance, management and accounting. Good presentation and communication (verbal & written) skills. Professional registration would be an added advantage. Valid code B driver's license.

KEY PERFORMANCE AREAS: Support the CFO with efficient and effective management of all financial discipline (revenue, expenditure, employee related costs, customer care and supply chain management). Responsible for debt (short and long term) management. Responsible for cash management and investments. Responsible to ensure that the municipal budget and annual financial statements are prepared according to GRAP standards and legislation. Assist with people management to achieve performance indicators as well as sound labour relations. Develop, implement and co-ordinate internal controls and work procedures within the financial department. Responsible to manage projects and programmes with the Finance department. Oversee and monitor of system changes and implementation or application of new systems. Monitor administration requirements. Interpret, improve and develop policies including implementation and management thereof. Ensure performance indicators, targets and SDBIP's are implemented. Obtain information, analyze and submit monthly management reports. Responsible for risk management and occupational health and safety within the department. Ensure mSCOA compliance.

REF: 2208

DIRECTORATE: CORPORATE SERVICES

ADMINISTRATIVE OFFICER

DEPARTMENT: LEGAL AND ADMINISTRATION SERVICES

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

POST LEVEL: 06

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

REQUIREMENTS: A relevant National Diploma (NQF 6). 3 years experience in Local Government. Computer Literacy (MS Office). Excellent written and verbal communication skills. Strategic thinker with passion and enthusiasm. The ability to perform under pressure.

KEY PERFORMANCE AREAS: Assist with alienation of Council properties. Preparing reports to Council / Council committees/ Bid Committees. Drafting contracts. Keeping record of properties and sales. Assist with the compilation of the monitoring reports.

REF: 1606

SENIOR PERSONNEL ASSISTANT

DEPARTMENT: HUMAN RESOURCES MANAGEMENT

SALARY SCALE: R215 307/ R225 522/ R236 364/ R247 779/ R253 887/ R266 790/

R280 374 p.a.

POST LEVEL: 9/8

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

REQUIREMENTS: 2 year Diploma (NQF 5) in Human Resource Management or Labour Relations. Computer Literacy (MS Office). Sound knowledge of labour relations, recruitment, employment equity, skills development, and other HR related legislation is essential. 3 years experience in Labour Relations and skills Development is recommended. Experience in recruitment would be an added advantage. Valid code B driver's license.

KEY PERFORMANCE AREAS: Prepare and co-ordinate Workplace Skills Plan activities. Prepare the Employment Equity report. General administration in respect of training, Local Labour Forum, Staff Wellness forum, grievances and disciplinary matters and Human Resources Development committee. Assist with recruitment, interviews and induction.

REF: 0107

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 Wanderers 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.