



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: 22 JUNE 2018

The following Senior Management Position 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) as well as the competency levels of the Municipal Finance Management Act (no 493 of 15 June 2007).

OFFICE OF THE MUNICIPAL MANAGER

MUNICIPAL MANAGER

TERM OF APPOINTMENT: This is a 5 year fixed term performance based contract in terms of Section 54(A) of the Municipal Systems Act of 2000 as amended.

PLACE TO BE STATIONED: Middelburg Mpumalanga (MP313)

ANNUAL TOTAL REMUNERATION PACKAGE: MIN: R1 179,011 MID: R1 395,280 MAX: R1 611,549 p.a. (Including benefits) plus performance bonus. Payment is in terms of Local Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers – Notice 1092 of 2017

REQUIREMENTS: Bachelor's Degree in Public Administration/ Political Sciences/ Social Sciences/ Law. 5 years' relevant experience at a senior management level. Have proven successful institutional transformation within public or private sector. Comply with the MFMA unit standards as prescribed in the Regulation 493 of 15 June 2007 as published in the Government Gazette 29967. Valid code B driver's license.

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

KNOWLEDGE: Advanced knowledge and understanding of relevant policy 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 finance management.

CORE FUNCTIONS:

All duties as prescribed in the Local Government Municipal Systems Act, 2000 and in the Local Government Municipal Finance Management Act, 2003 and any other legislation inclusive of any other duties as may be determined by the Council

OTHER REQUIREMENTS: The successful candidate will be required to:

- (a) Sign an employment contract, a performance agreement and to disclose any financial interest;
- (b) Undergo security vetting and competency assessment.

REF: 0001

ENQUIRIES REGARDING THE MUNICIPAL MANAGER'S POSITION CAN BE DIRECTOED TO THE CONTACT PERSON:

Executive Mayor
013-249 7261
council@stlm.gov.za

DIRECTORATE: FINANCIAL SERVICES

CHIEF ACCOUNTANT: FINANCIAL STATEMENT & ASSETS

DEPARTMENT: FINANCIAL SERVICES

POST LEVEL: 04

SALARY SCALE: R396 303/ R406 221 .p.a

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

REQUIREMENTS: National Diploma (NQF 6) in Accounting/ Cost Management Accounting/ Local Governance Finance/ Public Finance Management and Administration. A minimum of 4 years relevant experience in assets management environment, of which at least one (1) year should be in a supervisory position. Sound knowledge of local government finance, MFMA and GRAP Unit standards would be advantageous. Valid code B driver's license.

KEY PERFORMANCE AREAS: Responsible for monthly reconciliations of additions to infrastructure assets. Review monthly reconciliations of additions to movable assets. Review monthly reconciliations of land inventory register and lease register. Review monthly reconciliation of insurance claims register. Initiate reports and provide comments for items relating to assets. Assist in the compilation of annual financial statements. Compile and update the fixed assets register in line with applicable GRAP standards (depreciation, impairment review of useful lives, and disposal at cetera).

REF: 2901

DIRECTORATE: INFRASTRUCTURE SERVICES

ASSISTANT DIRECTOR: WATER QUALITY: WATER & WASTEWATER WORKS

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 03

SALARY SCALE: R437 565 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Plus 850 km/pm Travel allowance and Cellphone allowance and Scarcity allowance.

REQUIREMENTS: B. Degree (NQF 7) in Water Care/ Water & Sanitation/ Water Engineering. 5-7 years relevant work experience of which 3 years should be in project management. 3 years supervisory experience. Experience in a municipal environment and be classified as a Process Controller Class V. Computer literacy (MS Office). A valid code B driver's license.

KEY PERFORMANCE AREAS: Water quality management of seven drinking water supply systems, four wastewater treatment works and various borehole water supply systems. Manage municipal water services laboratory. Oversee operation and maintenance of water and wastewater treatment works in line with Blue and Green Drop Certification requirements, license conditions of the Works and municipal services standards. Develop and maintain compliance monitoring systems for all water works. Manage assets within the Water Works. Participate in catchment management

activities, BDS, GDS and other forums on behalf of the Municipality. Prepare, submit, manage and monthly reporting on the SDBIP of water quality unit. Perform personnel administration activities within Water Quality Section including OHS. Develop procurement specifications for capital infrastructure projects and project management.

REF: 5016

SENIOR ENGINEERING TECHNICIAN: ROADS AND STORMWATER

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 04

SALARY SCALE: R396 303/ R406 221 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Plus 550 km/pm Travel allowance and Scarcity allowance

REQUIREMENTS: National Diploma (NQF 6) in Civil Engineering. 5 years relevant experience related to road and stormwater projects. Project management experience related to road construction projects. Good interpersonal skills. Planning and design of roads related will be an added advantage. Experience in design software (Civil Designer, AutoCAD), A valid code B driver's license. Computer literate.

KEY PERFORMANCE AREAS: Plan and design, monitoring and administration of road projects. Assist with planning actions with regards to roads and stormwater management systems. Perform all roles and responsibilities as per the job description assigned to the post, amongst other, monitor roads construction activities and resolve technical challenges.

REF: 5854

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** (Official Application form for Senior Managers or Steve Tshwete Local Municipality application for employment). The official forms are available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za" and must be accompanied by a detailed Curriculum Vitae, together with certified copies of qualifications or certificates and identity document to:

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

Further Enquiries: Tel: (013) 249 7000

6. **Applicants applying for a Senior Manager position must comply with Regulation 37245, LOCAL GOVERNMENT: REGULATIONS ON APPOINTMENT AND CONDITIONS OF EMPLOYMENT OF SENIOR MANAGERS published in the Government Gazette, 17 January 2014.**

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

8. Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date – No late applications will be accepted.