



**OFFICE OF THE MUNICIPAL MANAGER
CHIEF FINANCIAL OFFICER**

**Remuneration package per annum: R 972 648 (Minimum) R 1 108 275 (Midpoint)
R 1 257 894 (Maximum) all inclusive**
(As determined by notice No: 43122 of 2020 on upper limits for senior managers for a Category 4 Municipality)

The above position is advertised for five years fixed-term performance based contract
Center: KooNstad, Free State
Reporting to the Municipal Manager, the Chief Financial Officer is a custodian of Revenue Management, Budget and Reporting, Expenditure, Supply Chain Management and Assets Management. In this regard, the position is responsible for overall managing, planning, organizing, coordinating, directing and controlling activities of staff at the Budget and Treasury Office as well as Supply Chain unit.

Minimum Requirements:

- Bachelor's Degree or B. Tech in Accounting/NQF Level 8
- Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage.
- Five years' experience in Middle Management position in Local Government level/ public service
- Extensive knowledge of the Local Government Municipal Finance Management Act 2003, National Treasury Regulations and all other related regulations
- Ability to compile Municipal Budget and Annual Financial Statements and
- Excellent communication and report writing skills
- Knowledge and understanding of computerised Financial Systems, Excel, Database, MS Word and PowerPoint
- A valid driver's license

Skills and competencies:

Strategic leadership and management, Strategic Financial Management. Governance, ethics and values in the public sector. Ability to manage departmental finances and submit necessary reports on a monthly basis. Ability to interact with other people. Report writing and presentation skills. People management and interpersonal skills. Stakeholder's relations. In-depth knowledge of current trends in innovations and practices to be able to analyze and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions. Strategic capacity and leadership. Analytical thinking. Policy conceptualization and implementation. Conflict management, Risk and change management, Mediation skills, Diversity management and Project management.

Key performance areas

- Be responsible for the overall management of the Budget and Treasury office.
- Draft and implement the departmental SDBIP
- Perform all delegations by the Accounting Officer in terms of MFMA, and any other duties or functions that may be assigned by the Accounting Officer of the municipality.
- Managing, planning, organizing, coordinating, directing and controlling activities of staff at the Budget and Treasury Office, as well as Supply Chain Management.
- Contributing to strategic planning and budget alignment and reporting to executive and management team;
- Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA;
- Assist the Accounting Officer in the administration of the Municipality's bank accounts and in the preparation and implementation of the municipalities budget; and financial statements;
- Advise Senior Managers and other senior officials on the exercise of powers and duties assigned to them in terms of Section 78 or delegated to them in terms of Section 79 of the MFMA
- Perform budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may be required in terms of section 79.

**OFFICE OF THE MUNICIPAL MANAGER
DIRECTOR CORPORATE SUPPORT SERVICES**

**Remuneration package per annum: R 972 648 (Minimum) R 1 108 275 (Midpoint)
R 1 257 894 (Maximum) all inclusive**
(As determined by notice No: 43122 of 2020 on upper limits for senior managers for a Category 4 Municipality)

The above position is advertised for five years fixed-term performance based contract
Center: KooNstad, Free State
Reporting to the Municipal Manager, the Director Corporate Support Services is a custodian of Human Resources Management, Records and Admin, Safety & Loss Control, ICT, Legal Services and Labour Relations. The position operates at a strategic level to provide support to all of the business functions within the municipality with the main priorities being: General Administration, Secretariat, and Council Support, Policies and Procedures, Property Management, Capacity Building/Training, Human Resource and Labour Relations.

Minimum Requirements:

- Bachelor's Degree or B. Tech in Public Administration/ Management Science/ Law or equivalent
- Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage.
- Five years' experience in Middle Management position in Local Government level/ public service
- Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills
- Excellent communication and report writing skills
- Extensive knowledge and understanding of local government-related legislations
- Knowledge and understanding of MS Word and PowerPoint
- A valid driver's license

Skills and competencies:

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 systems including: Human Capitals, Legal Services, Facilitation Management, Information technology and council support, Good governance, Labour relations Act and other labour relations prescripts, Knowledge of co-ordination and oversight of all specialized support functions.

Key performance areas

- Provide strategic direction to the Corporate Services Directorate.
- Responsible for development organizational policies and procedures
- Be accountable for the execution of all resolutions of the municipality, as well as be accountable for the general supervision, control and efficiency of the directorate.
- Formulate support and implement the strategic goals of the municipality in order to give effect to the Integrated Development Plan (IDP).
- Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to Corporate Support Services Directorate.
- Ensure that municipal Performance Management System is fully implemented in the Directorate
- Ensure effective management of the Directorate and the following sections: Human Resource, Legal Services, Information Technology, Labour Relations and Records and Admin

**OFFICE OF THE MUNICIPAL MANAGER
DIRECTOR COMMUNITY AND SOCIAL SERVICES**

**Remuneration package per annum: R 972 648 (Minimum) R 1 108 275 (Midpoint)
R 1 257 894 (Maximum) all inclusive**
(As determined by notice No: 43122 of 2020 on upper limits for senior managers for a Category 4 Municipality)

The above position is advertised for five years fixed-term performance based contract
Center: KooNstad, Free State
Reporting to the Municipal Manager, the Director Community and Social Services is a custodian of Traffic Management, Security Services, Fire and Rescue Services, Parks and Cemeteries, Solid Waste Management and Sports and Recreation. The position operates at a strategic level; the incumbent will assume overall responsibility for strategic direction and leadership of the Directorate.

Minimum Requirements:

- Bachelor's Degree or B. Tech in Social Sciences/Public Administration or equivalent.
- Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage.

- Five years' experience in Middle Management position in Local Government level/ public service
- An extensive knowledge and understanding of community services and public safety functions
- Understanding of legislations related to: Parks and Recreation, Cemeteries, Traffic Management, Fire & Rescue, disaster management and Solid Waste management.
- Extensive planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills
- Excellent communication and report writing skills
- Extensive knowledge and understanding of local government-related legislations
- Knowledge and understanding of MS Word, Excel and PowerPoint
- A valid driver's license

Skills and competencies:

Good knowledge and understanding of relevant policy and legislation and councils operations. Strategic leadership and management, Strategic financial management, Governance, ethics and values in public sector. People management, Program and project management. Change leadership. Report writing and presentation skills.

Key performance areas

- Manage the entire Community and Social Services Directorate and provide advice on Local Government legislative Prescripts.
- Strategic planning, organizing, lead and controlling all activities of the Directorate.
- Draft and control Directorate's activity based budget.
- Develop and implement the Directorate SDBIP, lead and direct staff to ensure implementation.
- Develop strategies that enhance service delivery in the municipality and promote good relations and participation of beneficiaries.
- Responsible for all assets, income and expenditure related to Directorate.
- Ensure that municipal services within area of responsibility are provided to the local community in an equitable manner taking into consideration quality cost and time.
- Consult the local community about municipal services within area of responsibility provided.
- Support municipal strategy.

**OFFICE OF THE MUNICIPAL MANAGER
DIRECTOR: PLANNING AND LED**

**Remuneration package per annum: R 972 648 (Minimum) R 1 108 275 (Midpoint)
R 1 257 894 (Maximum) all inclusive**
(As determined by notice No: 43122 of 2020 on upper limits for senior managers for a Category 4 Municipality)

The above position is advertised for five years fixed-term performance based contract
Center: KooNstad, Free State
Reporting to the Municipal Manager, the Director Planning & Local Economic Development (LED) is a custodian of LED & Rural Development, Planning, Housing & Property functions within the Municipal value chain. In this regard, the position is responsible for the development of Operational Strategy aligned to the Municipal Strategy and for executing all LED, Rural Development, Planning, Housing & Property related projects as per the requirements.

Minimum Requirements:

- Bachelor's Degree or B. Tech in Business/Tourism/Economics/ LED/Development Planning/ Town & Regional Planning or equivalent.
- Certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage
- Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act no. 36 of 2002) will be an added advantage.
- Five years' relevant experience in Middle Management position within local government/economic environment
- Knowledge of legislation applicable to Local Government and application of various pieces of legislation/area within functions of Local Economic
- Sound knowledge and understanding of local, provincial and national department in relation to IDP.
- Demonstrate high level of problem solving and people management capabilities working knowledge of project management
- Demonstrate high level of managing complex team capabilities
- Excellent communication and report writing skills
- Sound understanding of computer (MS Word, Excel, PowerPoint)
- A valid driver's license

Skills and competencies:

Strategic leadership and management, Strategic Financial Management, Governance, ethics and values in the public sector. Ability to manage departmental finances and submit necessary reports on a monthly basis. Ability to interact with other people. Report writing and presentation skills. People management and interpersonal skills. Stakeholder's relations. In-depth knowledge of current trends in innovations and practices to be able to analyze and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions. Strategic capacity and leadership. Analytical thinking. Policy conceptualization and implementation. Conflict management, Risk and change management, Mediation skills, Diversity management and Project management.

Key performance areas

- Ensure alignment of SDBIP with IDP and PMS;
- Align Council activities and municipal strategy to provincial growth and development strategy (PGDS) and national development perspective (NSDP)
- Facilitate and coordinate Local Economic Development and Tourism objective in to the IDP process within the municipality
- Management the development and implementation of strategy for LED and Tourism
- Facilitate and coordinate investment promotion within the municipality
- Manage, facilitate and coordinate SMME's, BEE, Co-operatives and Entrepreneurship development
- Assist in promoting skills development and understanding in the area of economic development.
- Assist with the monitoring of municipal performance in relation to LED and tourism
- Facilitate the development of holistic economic research program aimed at boosting LED and Tourism initiative and understanding with the municipality.
- Prepare business plan to source funding for the implementation of the LED projects.
- Design and implement SMME support programmes
- Manage LED, tourism functions and attend meetings as and when required
- Manage and coordinate marketing plans and attend various National and Provincial tourism indaba exhibitions.
- Liaise with Government department, companies, NGOs's, CBO's and Fezile Dabi District LED Forum.

Please note: Due to the large number of applications we envisage to receive applications will not be acknowledged, should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the abovementioned competencies will be shortlisted. Candidate should note that some of the above-mentioned competencies may at discretion of the Council be formally assessed as part of the selection process. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement contract and disclosure of financial interest within 60 days of appointment.

This advertisement is subject to Local Government Regulation on the appointment and conditions of employment of Senior Managers 17 January 2014. Interested persons meeting the above-mentioned requirements are requested to complete and submit the Annexure C form as required by the 2014 Local Government Regulation that is accessible on the following website: www.gpwonline.co.za and at the municipal offices, together with a comprehensive Curriculum Vitae (CV), certified copies of qualifications and driver's license must be forwarded to the Acting Municipal Manager, Mr. M.E Mthwalo, Moqhaka Local Municipality, P.O Box 302, KROONSTAD, 9500 or hand deliver applications at Municipal Building, Hill Street, KROONSTAD, 9500. Faxed, e-mailed and late applications will not be considered.

Enquiries: Ms. G.D Ramaboea, Tel: 056 216 9411
Closing date: 04 February 2022