



MOQHAKA LOCAL MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

ADVERTISEMENTS

CHIEF FINANCIAL OFFICER (PERMANENT)

The incumbent for this position will be appointed on a permanent contract in line with the Municipal Systems Amendment Act No 3 of 18 November 2022

Remuneration package per annum: R1 050 411 (Minimum)
R1 196 881 (Midpoint) R1 358 462 (Maximum) all inclusive
(As determined by Notice No 50737 of 30 May 2024 on upper limits for senior managers for a Category 4 Municipality)

Center: Kroonstad, Free State

Reporting to the Municipal Manager, the Chief Financial Officer is the 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 well as Supply Chain Unit. A valid driver's license

Minimum Requirements: • Post Graduate Degree or qualification in the field of Accounting, Finance, or Economics (NQF Level 8) with a minimum of 120 credits or Chartered Accountant (SA). • Certificate in Municipal Finance Management Programmes as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage or attainment of this competency requirement within 18 months in terms of the Treasury Regulations.

Minimum Experience: • Minimum of 5 years's experience at senior and middle management levels, of which at least 2 years must be at senior management level preferably in Local Government level / public service.

Knowledge: • 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. • Excellent communication and report writing skills. • Knowledge and understanding of computerized Financial Systems, Excel, Database, MS Word and PowerPoint.

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 alternative 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, an 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 assist 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 Municipality's budget and financial statements. • Advise Senior Managers and other senior officials on the exercise of powers and duties 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 is maybe required in terms of Section 79.

DIRECTOR COMMUNITY AND SOCIAL SERVICES

(PERMANENT)

The incumbent for this position will be appointed on a permanent contract in line with the Municipal Systems Amendment Act No 3 of 18 November 2022

Remuneration package per annum: R1 050 411 (Minimum)
R1 196 881 (Midpoint) R1 358 462 (Maximum) all inclusive
(As determined by Notice No 50737 of 30 May 2024 on upper limits for senior managers for a Category 4 Municipality)

Center: Kroonstad, 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 / Law or equivalent. Certificate in Municipal Finance Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage or attainment of this competency requirement within 18 months in terms of the Treasury Regulations. A valid driver's license • Registration with the South African Council of Social Service Professionals (SACSSP) or similar recognized relevant professional body will be an added advantage.

Experience: • 5 years' experience in Middle Management position in Local Government level / public service.

Knowledge: • Have proven successful institutional transformation within public or private sector. An extensive knowledge and understanding of community services and public safety functions. Understanding of legislation related to health service management, 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.

Skills and competencies: Good knowledge and understanding of relevant policy and legislation and Council's operations. Strategic leadership and management. Strategic financial management. Governance System and performance management, 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.

DIRECTOR: PLANNING AND LOCAL ECONOMIC DEVELOPMENT

(PERMANENT)

The incumbent for this position will be appointed on a permanent contract in line with the Municipal Systems Amendment Act No 3 of 18 November 2022

Remuneration package per annum: R1 050 411 (Minimum)
R1 196 881 (Midpoint) R1 358 462 (Maximum) all inclusive
(As determined by Notice No 50737 of 30 May 2024 on upper limits for senior managers for a Category 4 Municipality)

Center: Kroonstad, Free State

Reporting to the Municipal Manager, the Director Planning & Local Economic Development (LED) is a custodian of Local Economic Development & 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 Local Economic Development, Rural Development, Planning, Housing & Property related projects as per the requirements.

Minimum Requirements: • Bachelor's Degree in Building Sciences / Architect / Bachelor's Degree in Town Regional Planning & Development Studies or equivalent. • Registration as a Professional Planner in terms of the Planning Professional Act, 2002 (Act 32 of 2002), as verified by the SA Council for Planners (SACPLAN), which will include an accredited and appropriate qualification in Planning; • A valid driver's license • Certificate in Municipal Finance Management Programmes as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage or attainment of this competency requirement within 18 months in terms of the Treasury Regulations.

Experience: • Five years' relevant experience in Middle Management position within Local Government / economic environment.

Knowledge: • Good knowledge and understanding of relevant policy and legislation. • Good understanding of institutional governance systems and performance management. • Knowledge of Geographical Information Systems. • Knowledge of Spatial, Town and Development Planning. • 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).

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 alternative 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 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 Local Economic Development and Tourism. • Facilitate the development of holistic economic research programme aimed at boosting Local Economic Development and Tourism initiative and understanding with the Municipality. • Prepare business plan to source funding for the implementation of the Local Economic Development projects. • Design and implement SMME Support Programme. • Manage Local Economic Development, 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, NGO's, CBO's and Fezile Dabi District Local Economic Development Forum.

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

• The Municipality subscribes and promotes the principles of employment equity and affirmative action • Applicants must download and fill in an Application Form (Annexure C) available on the on Government website, www.gpwonline.co.za or directly from the Government Notice No. 21 of 17 January 2014 (Annexure C). **No Applications will be considered if it is not on the Official Application Form.** The application form must be accompanied by detailed CV with contactable references, recently certified original copies of qualifications, identity document, driver's licence and covering letter depicting the post applied for and enclosed in an envelope clearly marked 'Faxed and e-mailed applications will not be considered; Late applications will not be considered, post delays must be considered by the applicant. • It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof. Fraudulent qualifications, information or documents will disqualify any applicant. • Only candidates who meet the abovementioned competencies will be shortlisted. Shortlisted candidates will be screened for qualification verification, security vetting and criminal records, misconduct, e-checking and signing of indemnity forms. The applicant should give consent that their personal information may be accessed for verification purposes in adherence to the POPI Act. • Candidates should note that some of the abovementioned competencies may at the discretion of the Council be formally assessed as part of the selection process. • Recommended candidates will be subjected to a Competency-Based Assessment over 2 days prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of 17 January 2014. • The successful candidate will be required to sign an Employment Contract before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergoing the necessary Security Vetting Processes. • Due to the large number of applications, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of three months after the closing date of the advertisement, kindly accept that your application has been unsuccessful. • The successful candidate will be reporting directly to the Accounting Officer. • The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. • A candidate who canvasses for preference will be disqualified.

Applicants who previously applied for this position must re-apply

Applications should be directed to: The Municipal Manager, Me PH Tshabalala, Moqhaka Local Municipality, PO Box 302, KROONSTAD, 9500 or hand deliver applications at Municipal Building, Hill Street, KROONSTAD, 9500.

Further enquiries may be directed to:

Me PH Tshabalala
Municipal Manager
Contact number: 0562169125 or 0562169378

CLOSING DATE: 15 December 2025