

# **AMAHLATHI MUNICIPALITY**



## **VACANCIES**

### **Notice 64/2011**

The Amahlathi Municipality, encompassing towns of Stutterheim, Cathcarth, Keiskammahoek, Kei Road and a number of surrounding rural areas, invites suitably qualified candidates to apply for the vacant position as detailed below.

The Amahlathi Municipality is an equal opportunity employer and thus in terms of its approved Employment Equity Policy, persons from previously disadvantaged groups will be given preference.

#### **MUNICIPAL MANAGER**

**5 – Year Performance based contract  
Remuneration Package – Negotiable**

#### **Job Purpose:**

- Leadership and Direction of the Administration of the Municipality through effective strategies to fulfill the objectives of Local Government provided for in the Constitution of the Republic of South Africa and any legislative framework that governs local government.
- Forster relationships between the Municipal Council and the administrative arm of the municipality as well as other key stakeholder and
- Creating an environment that defines the purpose and role of local government as a means to involve people in shaping the future of our communities.

#### **Minimum Requirements:**

- An appropriate B. Degree qualification in Local Government or Public Administration or Public Management.
- 5 Years proven experience in a management position in Local Government
- A Post-Graduate degree would be an added advantage.
- Extensive and practical knowledge of Local Government legislations and policies
- Proven experience in Local Economic Development, Integrated Development programmes and sustainable Rural Development an expertise in dealing with Risk and Fraud Management.
- Ability to communicate and negotiate at all levels of Government and with all the relevant role players.
- The ability to provide strategic, visionary and innovative leadership.
- Knowledge of Performance Management System in a Local Government.
- It will be a requirement that the successful candidate must meet the Minimum Requirements for the post as laid down in the Government Gazette No. 29967 dated 15 July 2007 by 2013
- Valid Code B driver's license

#### **Key Performance areas**

- Assume responsibilities of an Accounting Officer and Head of Administration
- Manage the interface with the Mayor and Council so that the Administration is aligned with the priorities of the council
- Providing advisory and support service to the Mayor, Executive Committee and council with regard to policy issues.
- Provide leadership and accountability in Audit, Fraud, Risk Management and Governance matters.

- Ensuring implementation of IDP, LED and sustainable rural development.
- Ensuring Development and Implementation of the Performance Management system as prescribed in the Municipal Systems Act.
- Ensure Council's decisions and Municipal By-Laws are implemented effectively and efficiently.
- Ensure sound financial management and compliance to Municipal Finance Management Act
- Facilitate participation by the Rural Communities in the affairs of the Municipality
- Strategically Manage the use of Council's resources to ensure Economic, Effective and Efficient service delivery.
- Manage the Municipality's administration in accordance with the constitution, Local Government Municipal structure's Act, Municipal Systems Act and other applicable legislations.
- Ensure Council's decisions and Municipal By-Laws are implemented.
- Ensure sound financial Management and compliance to Municipal Finance Management Act.
- Ensure sound cooperative governance.
- Manage provision of services to local communities in a sustainable and equitable manner.
- Promote sound Labour Relations

**BENEFITS:** Performance Bonus in terms of Council's Performance Management System

**MANAGER: COMMUNITY SERVICES**

**5 – Year Performance based contract  
Remuneration Package – Negotiable**

**Minimum Requirements**

- An appropriate tertiary qualification in any of these, Social sciences, Local Government and Public Administration
- 2 -3 Years experience at a senior management level
- Experience in Community Development programmes
- Policy formation and implementation experience
- Knowledge of departmental budget development and management
- Knowledge of Local Government and relevant legislations
- The successful incumbent will have strong strategic planning and leadership skills, extensive managerial experience, understanding of Human resources management practices and sound understanding of administration systems and principles.
- The successful applicant will also display a thorough understanding of the legislative framework governing local government as well as Batho Pele principles.
- Ability to work independently

**Key Performance Areas**

- Management of community facilities e.g. Community halls, sport fields and Libraries.
- Planning and development of Community Fire Safety Strategies for management purposes
- Prepare Annual Budget for the Department and manage its implementation thereof.
- Liaise with the department in the implementation of council policies to ensure synergy.
- Prepare and submit performance reports to council and other stakeholders
- Management of development of the SDBIP for the department, implementation and monitoring processes.
- Co-ordination of programmes relating to Disaster Management and Health and Safety
- Management of Safety programmes for Amahlathi Communities.
- Management of programs relating to environmental waste management

## **ASSISTANT MANAGER: IDP, PMS, RISK AND INSTITUTIONAL REPORTING**

### **Job Purpose:**

- To strategically support, manage and direct the development and effective implementation of the Integrated Development Plan (IDP), Performance Management System (PMS) of the Amahlathi Council.
- To further ensure that the Development and Annual review of the IDP and PMS of the Amahlathi Council is in compliance with relevant legislation and Council Policy.
- Coordinate and manage Intergovernmental Governmental Relations of the municipality.
- To drive and lead risk and fraud management in the institution.
- To develop the Enterprise wide Risk Management.
- TO ensure continuous update of risk register.
- Set up Risk structures.
- Coordinate the functioning of the risk management structures.
- Ensure compliance with the Enterprise Risk Management Framework
- To coordinate and draft the Annual Report and other required Municipal reports.
- To coordinate and lead operations management of the institution.
- To coordinate and lead policy and By- Laws development and coordinate review.
- To lead monitoring and review programmes of the municipality.

### **Minimum Requirements**

- A 3 year Bachelor's degree in Public Administration/ Financial Management/ Human Resources or Equivalent
- Appropriate managerial experience in Local Government Development
- 2 years experience in development and review of IDP and PMS.
- Understanding of Community Based Planning.
- Sound knowledge of Local Government.
- Development Planning Skills and knowledge of strategic process
- Good communication, facilitation and presentation
- Excellent report writing skills
- An understanding of and involvement in Municipal Affairs
- Ability to have a future vision of the municipality/. Long term planning
- Ability to communicate across political spectrum and communities.
- Involvement and understanding of Municipal budgetary processes as well as Municipal Finances.
- Must be Computer literate.
- Valid Drivers Licence a must have.

### **Key Performance Areas**

- Provide on-going support to the Municipality in the development of an Integrated Development Plan.
- Monitor the implementation of the Integrated Development Plan
- Ensure that the Municipality's IDP is compliant with all the applicable legislations and regulations.
- Provide Support to the Municipality in the development of the Performance Management System.
- Provide on-going support to Municipal staff in the implementation of the Performance Management System.
- Ensure that the Municipality's PMS is compliant with legislative requirements.
- Train and facilitate capacity building of the Municipal stakeholders in IDP and planning.
- Provide administrative and management support to the office of the Municipal Manager.

### **Remuneration**

Annual Salary based on Notch1 Task Grade 16 of Grade 3 Local Authority which is equivalent to **R 277 596. 00** Per Annum on a Salary Scale **R 277 596 .00 – R360 336 .00** Per Annum.

## **ASSISTANT INTERNAL AUDITOR**

### **Minimum Requirements**

- A 3 year Post Matric qualification in Internal Auditing
- 2 Years of appropriate audit experience.
- Ability to set out Scope for both performance and Compliance Audit in a Municipal Environment.
- Local Government experience will be an added advantage.
- Membership of the Institute of Internal Auditors also an added advantage

### **Key Performance Areas**

Responsible to the Senior Auditor for the proper, efficient and effective operations of all Internal Audit functions such as:

- Planning and reviewing the scope of internal Audits.
- Review effectiveness of the Municipal Internal control process
- Identification and testing of key internal controls
- Evaluation and Monitoring of Management response to reports
- Undertake the performance and compliance report of the Municipality
- Conduct Adhoc investigations at the request of the Senior Internal Auditor
- Compile regular reports on identified weaknesses in financial controls
- Implement internal Audit Plans
- Conduct internal Audit of areas identified in internal Audit plan

### **Remuneration**

Annual Salary based on Notch1 Task Grade 7 of Grade 3 Local Authority which is equivalent to R 84 804. 00 Per Annum on Salary Scale R 84 804 – R110 088.00 Per Annum.

### **Fringe Benefits**

- ❖ Membership of Medical Aid, Pension, Provident or Retirement Fund
- ❖ Annual Leave , in accordance with the standard leave regulations
- ❖ 13<sup>th</sup> Cheque after completion of one year service
- ❖ Housing Subsidy scheme subject to certain conditions
- ❖ Study Bursary and incentive scheme subject to certain conditions

## **1X PLATOON COMMANDER (OPERATIONS)**

### **Minimum Requirements**

- Fire Fighter II certificate
- 3 Years experience in the Fire fighting field or Prelim certificate in Fire Technology, a minimum of a year of which must be of senior Fire Fighter on full time basis
- Good Communication Skills
- A valid code EC driver's licence and ability to drive are essential requirements
- Basic Ambulance Course is an added advantage

## **Key Performance Areas**

- Overseeing of a Fire Sub-station
- Responding to emergency incidents
- Conducting staff training regarding fire and rescue Techniques
- Conducting public tours and lectures
- Compilation of required reports pertaining to platoon activities and supervision of fire fighters

## **Remuneration**

Annual Salary based on Notch1 Task Grade 10 of Grade 3 Local Authority which is equivalent to R 121 044. 00 Per Annum on a Salary Scale R121 044. 00 - R157 116 .00 Per Annum.

## **INSTITUTIONAL DEVELOPMENT PRACTITIONER (ISD)**

### **Minimum Requirements**

- Grade 12 + 3 year qualification in social development studies
- 2 years experience in social facilitation required
- Computer Literacy
- Good interpersonal and communication skills
- Willing to travel and learn new developments
- Report writing skills
- Ability to work independently

### **Key Performance Areas**

- Ensure that development is community driven and people centred
- Facilitating community liaison linkages to ensure full community participation at all stages of a project's life cycle.
- Promoting the participation, ownership and active involvement of stakeholders, including beneficiary communities throughout the project life cycle.
- Promoting proper consultation, community awareness and proper communication channel for sustainability and buy-in.
- Promoting skills development and capacity building programmes for communities

### **Remuneration**

Annual Salary based on Notch1 Task Grade 7 of Grade 3 Local Authority which is equivalent to R 84 804. 00 Per Annum on Salary Scale R 84 804 .00 - R110 088.00 per Annum.

## **2 X TRAFFIC WARDENS**

### **Job Purpose:**

- Law enforcement: Enforcing legislation as prescribed in the National Road Traffic Act, Act 93/1996 relating to parking offences and land municipal By-laws

### **Minimum Requirements**

- Grade 12
- A Valid code E/EB driving License
- Physically fit with no Criminal Record
- Any protection services experience will be an added advantage
- Computer Literacy
- Good interpersonal and communication skills

- Report writing skills
- Ability to work independently

### **Key Performance Areas**

- Issue of fines relating to Traffic parking offences
- Performing Radio room duties as and when required.
- Writing of reports, completion of pocket books, leave forms, own production statistics on daily basis.
- Regulate Traffic by performing point duty.
- Regulate Traffic during emergency situations when required i.e. electricity failure, accidents and disaster areas.
- Give evidence relating to traffic fines in court

### **Remuneration**

Annual Salary based on Notch1 Task Grade 5 OF Grade 3 Local Authority which is equivalent to **R 59 424 .00** Per Annum on Salary Scale **R59 424 .00 – R77 136.00** per Annum.

### **Fringe Benefits applicable to the positions.**

- ❖ Membership of Medical Aid, Pension, Provident or Retirement Fund
- ❖ Annual Leave , in accordance with the standard leave regulations
- ❖ 13<sup>th</sup> Cheque after completion of one year service
- ❖ Housing Subsidy scheme subject to certain conditions
- ❖ Study Bursary and incentive scheme subject to certain conditions

Further enquiries regarding the position are available from the Human Resources Department at **043- 683 5000 Ext 5033** during office hours, Contact Person **Mr Siya Tembani**, with whom applications and CV's must be lodged.

**Should candidates not be notified of the outcomes of the application within 30 days of the closing date, they may regard themselves as having been unsuccessful.**

**Only a covering application letter, a CV, certified copies of certificates and ID must submitted to:**

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**SIYA TEMBANI  
ACTING CORPORATE SERVICES MANAGER  
AM AHLATHI MUNICIPALITY  
Private Bag X 4002  
STUTTERHEIM  
4930**

**Faxed, E- mailed and late applications will not be considered**

**Closing Date: 09 September 2011**