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UMZIMVUBU

— LOCAL MUNICIPALITY —

VACANT POSITIONS

NOTICE NO: 10/2022/2023

Umzimvubu Local Municipality with its mission to properly plan and deliver quality and sustainable services to improve the socio –economic status within the broader Umzimvubu community hereby invites applications from committed, self –driven individuals who want to accelerate their careers in the field mentioned herein through rendering services of high quality and exceptional intelligence in order for it to maintain its vision of being the best run municipality in South Africa.

DIRECTORATE: BUDGET & TREASURY

CHIEF FINANCIAL OFFICER (PERMANENT BASED ON GOVERNMENT NOTICE NUMBER 47370 OF 18 OCTOBER 2022 AND NOTICE NUMBER 46740 OF 17 AUGUST 2022)

REMUNERATION PACKAGE: All-inclusive remuneration package of a Grade 2 municipality negotiable between R859,002 – R 965, 171 - R1 055,932 p.a. (as per GG No. 47538 of 18 November 2022) and will be structured in accordance with individual needs. This is a permanent appointment.

KEY REQUIREMENTS: Grade 12 • B-degree in Accounting/Finance/economics or equivalent qualification from a recognised tertiary institution • Minimum of 5 years' Middle Management experience preferable at a Local Government • Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for Chief Financial Officers of municipalities as per Regulation 493 dated 15 June 2007 • A postgraduate degree or relevant NQF Level 7 qualification will be a strong recommendation • Strategic leadership and people management capabilities couples with Assertiveness and self-motivated personal attributes • Extensive knowledge of legislation procedures and processes pertaining to Local Government Finance including the provisions of Municipal Finance Management Act • Good understanding of institutional governance systems and performance management including SCOA's • Good knowledge of Supply Chain Management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No5. Of 2000) • Proven ability to communicate and negotiate at all spheres and levels of government • Registration with a relevant professional body and project management certificate or diploma will be an added advantage • A valid Driving Licence (code B) no criminal record • Required core competencies as stipulated in Annexures A and B of regulations on appointment and conditions of employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 • Candidates will be subjected to criminal record checks, background screening; reference and previous employer checks, credit record check and qualification verification.

KEY COMPETENCIES: The following competencies as described in the Local Government Regulations on appointment and conditions of employment of senior Managers dated 17 January 2014 are essential:



- CRITICAL LEADING COMPETENCIES:** Strategic Direction and Leadership • People Management • Strategic and Operational Financial Management • Program and Project Management • Risk and change Management • Governance, Ethics & values in Financial Management • Stakeholder Relations • Supply Chain Management • Audit and Assurance.
- CORE COMPETENCIES:** Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus.

KEY PERFORMANCE AREAS: • Plan and prepare Budgets and Financial Documentation in accordance with the prescripts of the MFMA and the organisation's strategy • To establish and maintain appropriate Financial Management Systems • To establish and maintain appropriate Asset Management Systems • To ensure the utilization of resources in a responsible and sustainable manner • To establish and maintain mechanisms and procedures to meet Departmental and Legislative Requirements • Plan and manage computer systems- that record and store financial information • compilation of annual budget and financial statements in accordance with General Accepted Municipal Accounting Principles (GRAAP) and control of bank accounts • To operate in a strategic leadership Role and to advise on Legal and Financial Matters • Provide analysis of financial records • Advise on the use of staff and resources • Evaluate the efficiency of work practices and administration • Ensure statutory requirements are met • Ensure all financial reports are completed • Attend to the statutory Audit regarding financial matters • Effect risk management strategies in the department • Ensure the development and implementation of strategies that will have a measurable positive impact on financial performance • Ensure the implementation and the execution of indigent policy • attending council and other committees.

DIRECTORATE: INFRASTRUCTURE & PLANNING

**SENIOR MANAGER: INFRASTRUCTURE & PLANNING
(PERMANENT BASED ON GOVERNMENT NOTICE NUMBER 47370 OF 18 OCTOBER
2022 AND NOTICE NUMBER 46740 OF 17 AUGUST 2022)**

REMUNERATION PACKAGE: All-inclusive remuneration package of a Grade 2 municipality negotiable between R859,002 – R 965, 171 - R1 055,932 p.a. (as per GG No. 47538 of 18 November 2022) and will be structured in accordance with individual needs. This is a permanent appointment.

KEY REQUIREMENTS: Grade12 • Bachelor's Degree in Civil Engineering/ B-Tech in Civil Engineering or equivalent • Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for Senior Managers of municipalities as per Regulation 493 dated 15 June 2007 will be an added advantage • Five (5) years' Middle Management/ Project/PMU Manager • 3-4 must be at professional Management position/ level with Engineering Management Experience • Strategic leadership and people management capacities coupled with assertiveness and self-motivated personal attributes • Extensive knowledge of legislation procedures and processes pertaining to Local Government • Good understanding of institutional governance systems and performance management • Proven ability to communicate and negotiate at all spheres and levels of government • Registration with a relevant professional body and project management certificate or diploma will be an added advantage • Must be able to formulate Engineering Master planning, project management and implementation • A valid Driving Licence (Code B)



KEY COMPETENCIES: The following competencies as described in the Local Government Regulations on appointment and conditions of employment of senior Managers dated 17 January 2014 are essential:

- **CRITICAL LEADING COMPETENCIES:** Strategic direction and Leadership • People Management • Programme and Project Management • Financial Management • Change leadership • Governance leadership.
- **CORE COMPETENCIES:** Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus.

KEY PERFORMANCE AREAS: Facilitate and coordinate for provision sustainable facilities to all the communities of Umzimvubu • Provide rural access roads with a minimum of 5 years lifespan with minor maintenance work • Provide maintenance of infrastructure (road, bridges, electricity and municipal buildings etc.) • Facilitate the provision of electricity in the Umzimvubu jurisdictions arears • Assisting the emerging local contractors by trainings on site and enforcement of compliance • Manage, monitor and supervise contractors and consultants for infrastructure projects against applicable engineering standards through design evaluation, inspection and implementation of correct measures and approving contractor payment claims and certificates • Prepare business plan for infrastructure projects • Referring of Business Plans to the relevant section e.g. Sector Departments (DWAF, DOT, Housing etc.) • Liaise with communities for project implementation • Advise council on infrastructure investments • Liaise with internal departments for management of all infrastructure related projects • Management of housing, estate, Town Planning and property administration • Responsible for the budget monitoring and policy development for the department • Effect Risk Management Strategies in the department • Attending council and other committees • Responsible for presenting to National Department of Provincial and Local Government the department strategic plan to facilitate the efficient management and administration of the Municipality Infrastructure Grant (MIG) • Responsible for approval of building plans and ensuring their correct execution, compiling building statistics and project management of municipal building projects.

**DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & ENVIRONMENTAL
MANAGEMENT**

**SENIOR MANAGER: LOCAL ECONOMIC DEVELOPMENT & ENVIRONMENTAL
MANAGEMENT (PERMANENT BASED ON GOVERNMENT NOTICE NUMBER 47370 OF
18 OCTOBER 2022 AND NOTICE NUMBER 46740 OF 17 AUGUST 2022)**

REMUNERATION PACKAGE: All-inclusive remuneration package of a Grade 2 municipality negotiable between R859,002 – R 965, 171 - R1 055,932 p.a (as per GG No. 47538 of 18 November 2022) and will be structured in accordance with individual needs. This is a permanent appointment.

KEY REQUIREMENTS: Grade12 • Bachelor's Degree in Social Science/ Agriculture/ tourism/ Business Management/ Environmental Management or equivalent • Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for Senior Managers of municipalities as per Regulation 493 dated 15 June 2007 will be an added advantage • Five (5) years' Middle Management experience preferable in Local Government • Strategic leadership and people management capacities coupled with assertiveness and self-motivated personal attributes • Extensive knowledge of legislation procedures and processes pertaining to Local Government • Good understanding of institutional governance systems and performance management • Good knowledge and understanding of pieces of legislations governing local government and



regulations • Proven ability to communicate and negotiate at all spheres and levels of government • A valid Driving Licence (Code B).

KEY COMPETENCIES: The following competencies as described in the Local Government Regulations on appointment and conditions of employment of senior Managers dated 17 January 2014 are essential:

- **CRITICAL LEADING COMPETENCIES:** Strategic direction and Leadership • People Management • Programme and Project Management • Financial Management • Change leadership • Governance leadership.
- **CORE COMPETENCIES:** Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus.

KEY PERFORMANCE AREAS: Provide strategic direction to the LED department in order to actualize the long term strategic vision of the municipality • Approve plans for Agriculture, Forestry, Tourism, SMMEs and Local Economic Development activities in the region • Evaluation and commenting on the applicability of specific key performance indicators and measures against detailed in the Municipality's Business Strategic Plans and Services delivery plans • Monitoring the implementation of LED projects, and monitoring progress and expenditure on the and keep a record thereof Establishing LED goals, objectives and priorities and develops these into operating policies and procedures • Approve LED project business plans, concept documents, inception report and feasibility studies of related LED projects and security finding for projects awaiting funding • Identify potential donors and approve Business Plan proposals • Approve Service Level Agreements • Approve annual and capital budget for the LED department monitor oversee the LED contribution to the IDP processes and development by establishing strategic partnership • Create and co-ordinate opportunities and markets to encourage growth and sustainability in BEE Business • Effect Risk Management Strategies in the department • attending council and other committees.

The successful incumbent will be required to work within Umzimvubu area of jurisdiction and any other area that may be required from time to time, is required to enter into an annual performance agreement and disclose financial interests. All applications should be done through completion of municipal application form for senior managerial posts, with the Curriculum vitae and valid certified copies of educational qualifications and Identity document. The application form can be obtained in the municipal website being www.umzimvubu.gov.za and municipal offices.

All these requirements should be posted to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, MOUNT FRERE, 5090 or hand delivered at Dabula Street, Sophia, KwaBhaca, 5090 or 67 Church Street, EmaXesibeni, 4735 or emailed to recruitment@umzimvubu.gov.za All applicants should note that the selected candidates will be subjected to compulsory pre- employment screening in the form of qualifications, reference, criminal records and competency assessment.



Women and people with disability are encouraged to apply

ADMINISTRATIVE ENQUIRIES: Ms TT Madotyeni, Senior Manager: Corporate Services at 039 255 8509

Closing date: 14 July 2023 @ 15h00



NOTICE NO: 10/2022/2023

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Umzimvubu Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment



MR G.P. T. NOTA
MUNICIPAL MANAGER

12/06/2023
DATE

