

POSTAL ADDRESS
P.O. Box 31
Qumbu
5180



PHYSICAL ADDRESS
96 Church Street
Qumbu
5180

Tel: 047 553 0001
Fax: 047 553 0249
Email: ssotshongaye@mhlontlo.m.gov.za

ADVERTISEMENT
DATE 15 JULY 2018 – 02 AUGUST 2018

MHLONTLO LOCAL MUNICIPALITY
Mhlontlo Local Municipality invites suitably qualified persons to apply for the following vacancies.

BUDGET AND TREASURY DEPARTMENT CHIEF FINANCIAL OFFICER (CFO)	
CONTRACT	FOUR (4) YEAR FIXED TERM CONTRACT
PLACE TO BE STATIONED	BUDGET AND TREASURY OFFICES, ALONG N2, QUMBU
ALL INCLUSIVE PACKAGE	Remuneration – Negotiable in terms of Government Gazette No. 40118 of 04 July 2016 or the latest set of regulations between R769 844/R864 994/R960 143p.a.
ADVERTISEMENT PLATFORMS	Municipal Notice Board, Daily Dispatch, Sunday Times and Municipal Website
MINIMUM REQUIREMENTS	<p>In terms of minimum competency requirements Gazette No 37245. Matric or Equivalent Certificate</p> <ul style="list-style-type: none"> •An appropriate Bachelor's Degree/National Diploma (NQF 6/Equivalent Qualification •Certificate in MFMP/CPMD •At least five (5) years' experience at Middle Management level and have proven successful Professional accounting or Local Government's finance experience <p>•Good Knowledge and understanding of relevant policy and legislation • Good understanding of institutional governance systems and performance management •Good knowledge of Supply Chain management regulations and Preferential Procurement Policy Framework Act, 2000(Act No 5. Of 2000). • A valid Driving License (Code B) and Own appropriate transport. •Registration with recognized professional body.</p>
OTHER REQUIREMENTS	<p>•Successful candidate will be required to:</p> <p>(a) Sign an employment contract, a performance agreement and to disclose any financial interests</p> <p>(b) Undergo security vetting.</p> <p>(c) Undergo competency assessments.</p>
KEY ATTRIBUTES	<ul style="list-style-type: none"> •Strategic Thinking in relation to planning, directing, managing and monitoring financial policies and practices of the Municipality •Ability to lead and control the performance of the municipality's Budget & Treasury Department generally •Ability to execute monthly financial reconciliations in respect of revenue collection as well as expenditure •Capacity in budget Implementation, Expenditure Management, Asset Management, Payroll Administration Cash, Flow and Revenue Management •Administrative acumen •Decision making acuity •Financial management resourcefulness and leadership resilience •Realistic and tough minded in mapping out the Municipality's future state of financial position
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> •Plan and prepare Budgets and Financial Documentation in accordance with the prescripts of the MFMA and the organization'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 •To operate in a strategic leadership role and to advise on 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 financial accounts are completed •Ensure all financial reports are completed •Attend to the Statutory Audit •Regarding Financial Matters •Effect Risk Management Strategies in the Department

**INFRASTRUCTURE SERVICES DEPARTMENT
DIRECTOR: INFRASTRUCUTURE SERVICES DEPARTMENT**

CONTRACT	FOUR (4) YEAR FIXED TERM CONTRACT
PLACE TO BE STATIONED	INFRASTRUCUTURE SERVICES DEPARTMENT, ALONG N2, QUMBU
ALL INCUNSVIVE PACKAGE	Remuneration – Negotiable in terms of Government Gazette No. 40118 of 04 July 2016 or the latest set of regulations between <u>R769 844/R864 994/R960 143p.a.</u>
ADVERTISEMENT PLATFORMS	Municipal Notice Board, Daily Dispatch, Sunday Times and Municipal Website
MINIMUM REQUIREMENTS	In terms of minimum competency requirements Gazette No 37245. Matric or Equivalent Certificate <ul style="list-style-type: none"> •An appropriate Bachelor of Science Degree in Engineering/ B-Tech: Engineering; or equivalent. •Certificate in MFMP/CPMD •At least (3-4) years' experience at professional/ management level engineering. <ul style="list-style-type: none"> •Good knowledge and understanding of relevant policy and legislation. •Good knowledge and understanding of institutional governance systems and performance management. •Must have extensive knowledge of the public office environment •Must be able to formulate engineering master planning, project management and implementation. •Certificate of competency as required in terms of the General Machinery Regulations. •Registration with a recognised relevant engineering professional body.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> •Successful candidate will be required to: (a) Sign an employment contract, a performance agreement and to disclose any financial interests (b) Undergo security vetting. (c) Undergo competency assessments.
KEY RESPONSIBILITIES	Provide strategic leadership and performance management within the department •Administer engineering contractors and infrastructure projects. •Design execution and management of infrastructural services. •Monitoring of all constructions that take place in the Municipality. •Implementing monitoring and evaluating Key Performance Objective, indicators and the Council targets of the Integrated Development Plan and Service Delivery and Budget Implementation Plan. •Erection and maintenance of roads and storm water drainage. •Manage and monitor performance of staff in order to achieve the short, medium and long-term goals of the Municipality. •Ensuring and understanding of shortfalls within the department. Drafting of plans that would invest in the Municipality.

CLOSING DATE: 02 AUGUST 2018 @ 16H30

ENQUIRIES : MUNICIPAL MANAGER: MR S.G. SOTSHONGAYE (047 553 7000)

Please apply by filling in the Application for Employment Form for Senior Managers obtainable from our website: www.mhlontlo.gov.za (not Z83 form) or from any of our Municipal Offices (Tsolo or Qumbu). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's License to:

*The Municipal Manager
P.O. Box 31
Qumbu
5180*

NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

The appointment is made according to the Council conditions of service. Canvassing for this position will lead to disqualification of applications.

**Mr. S.G. SOTSHONGAYE
MUNICIPAL MANAGER**