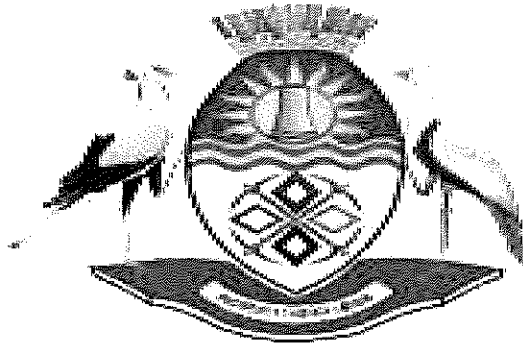


NKANGALA DISTRICT MUNICIPALITY EXTERNAL VACANCIES



Nkangala District Municipality
Date: 30.06.2022
Signature: [Handwritten Signature]
Corporate Services/HR Department

GENERAL MANAGER CORPORATE SERVICES (REF: C/S011/06/2022)

WORK STATION: Nkangala District Municipality, Corporate Services Department

SALARY: Minimum R1 055 080.00 - Midpoint R1 241 269.00 - Maximum R1 427 459.00

TERM OF OFFICE: Five (5) years fixed term performance -based contract

Level: 1/9

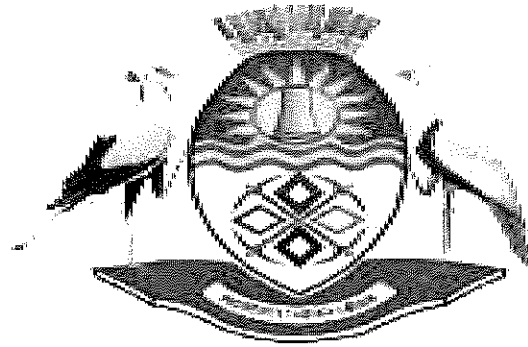
QUALIFICATION REQUIREMENTS: An NQF 7 Bachelor's degree in Public Administration/Political Sciences/Social Sciences/Law or equivalent, have completed Municipal Finance Management Programme (MFMP) SAQA Qualification ID No. 48965 or be in a possession to complete such a programme within 18 (eighteen) months from date of appointment. A valid Code B/EB driver's license required.

EXPERIENCE REQUIREMENTS: The candidate must have a minimum of 5 (five) years' experience at a senior management preferably at Local Government, with proven successful institutional transformation within public or private sector in governance, financial administration, and strategic statutory reporting.

KNOWLEDGE AND SKILLS: Knowledge of corporate Governance, auditing, risk management and local government legislation with specific reference to financial management and auditing. Full compliance with Municipal Regulations on Minimum Competence levels 2007. Sound knowledge and expertise in financial management discipline is essential, which includes but not limited to commerce, accounting, financial administration, treasury regulations, budgeting, information systems, procurement, and transformation, advanced knowledge and understanding of relevant policy and legislation, advanced understanding of institutional governance systems and performance management, advanced understanding of council operations and delegation of powers.

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality
Date: 30.06.2022
Signature: M. M. M. M. M.
Corporate Services/HR Department

DUTIES:

- Reporting directly to the Municipal Manager, manage Corporate Services Departmental finances inter alia, by ensuring effective and efficient capital budget planning and implementation thereof.
- Establish a Performance Management System and ensure adherence thereto.
- Staff recruitment, selection and training, capacity building and overall supervision.
- Project Management.
- Liaison with both provincial and national government institutions.
- Strategic Leadership and Management Strategic Financial Management.
- Operational Financial Management.
- Governance, ethics, and values in Financial Management.
- Supply Chain Management.
- Audit and Assurance.
- Stakeholder Relations.
- Financial and Performance Reporting.
- Risk and Change Management.
- Establish Administrative and operational protocols, governance ethics and values in financial management

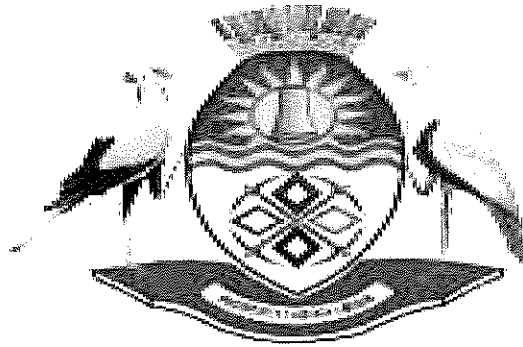
NOTE: Nkangala District Municipality is a designated, equal opportunity, representative employer. **Persons with disabilities and African, Indian and Coloured** are especially encouraged to apply, although this does not suggest that the process of recruitment excludes members from non-designated groups;

- All applications must be made on the Official Application form provided in our website www.nkangaladm.gov.za accompanied by a comprehensive CV together with certified copies of qualifications and documents;
- Shortlisted candidates will be subjected to suitability checks including qualifications, employment records, criminal records, company ownership/directorship and reference checks. Applications not accompanied by the required documentation will not be considered;
- Late applications will not be considered.

If you do not receive any response within two months after the closing date, please accept that your application has been unsuccessful

Regret correspondences will only be sent to shortlisted candidates.

NKANGALA DISTRICT MUNICIPALITY EXTERNAL VACANCIES



Nkangala District Municipality
Date: 20.06.2022
Signature: [Handwritten Signature]
Corporate Services HR

SNR HR OFFICER (REF: C/S011/06/2022)

WORK STATION: Nkangala District Municipality, Corporate Services Department

SALARY: R326 023/ R342 616/ R360 086 p.a. (Plus Contribution to Medical Aid, Pension Fund, Group Life, Cellphone and Housing allowance)

TERM OF OFFICE: Permanent

Level: 7/9

QUALIFICATION REQUIREMENTS: Grade 12 Certificate, and A relevant 3-year tertiary qualification in Human Resource Management (NQF Level 6) or related field. Ability to work with people of diverse cultures and to maintain confidentiality. Good written and verbal skills. Ability to work under pressure to meet deadlines and willingness to work overtime, when required. Computer literacy skills - MS Office, and HR Information Systems (e.g. VIP)

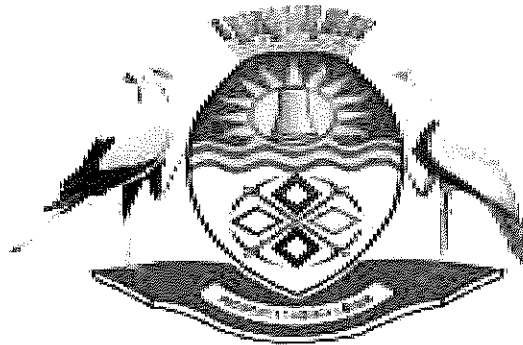
EXPERIENCE REQUIREMENTS: A minimum of 5 - 8 years' relevant experience in a Human Resources environment (preferably in the Local Government sphere).

DUTIES:

- Render administrative support to the HR unit in regard to conditions of service; maintenance of staff, allowance and salary packaging;
- Prepare monthly leave provisioning report (leave management/) and quarterly physical verification of staff attendance registers for reporting;
- Compile/collate reports on back to basics and statistics on appointments, promotions, terminations/resignations and transfers;
- Execute all recruitment, screening, selection, placement and on-boarding/induction processes, and responsible for creating personnel files for new recruits, and facilitate travel claims of candidates;
- Manage the employee movement process and procedures (e.g. employee transfers, promotions, redeployment and rotation);
- Manage the employee separation process and procedures (e.g. resignation, retirement, retrenchment, dismissal, ill health, death and incapacity);

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality
Date: 30.06.2022
Signature: [Handwritten Signature]
Corporate Services/HR Department

- Execute appointment process and exit procedures and termination administration; placement and letters;
- Administer benefits accruing to employees (Medical, Retirement Funds, Group Life Insurance, Funeral Claims, Pension Claims, Home owner's allowance etc);
- Attending to daily HR related enquiries and respond to queries related to benefits and conditions of employment, and also assist employees with pension fund and medical aid related issues;
- Maintain the HRIS by updating the data capturing for the purpose of generating required statistical reports and to have an updated HR data readily available for the execution of duties;
- Ensure compliance to HR policies, HR practices, HR procedures and SOP;
- Responsible for record keeping of all HR documentation and files; and
- Perform any other HR duties as and when requested.

NOTE: Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. **Persons with disabilities and African, Indian, Coloured and White are especially encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.

FIRE RESERVIST (REF: CDS/016/06/2022)

WORK STATION: Nkangala District Municipality but based at Thembisile/KwaMhlanga Fire Station

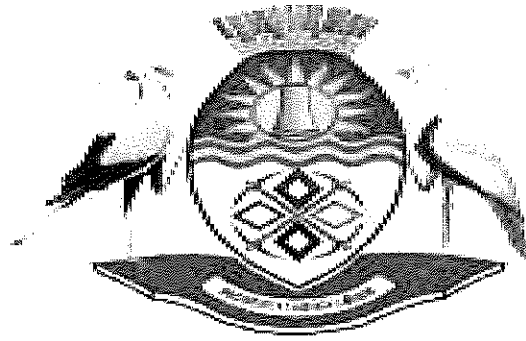
STIPEND: R 53 874 per annum

DURATION: Fixed 36 Months/ 3yrs

Level: N/A

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality
Date: 30-06-2022
Signature: [Handwritten Signature]
Corporate Services Department

QUALIFICATION REQUIREMENTS: Grade 12, BAA or First Aid Level 3, Fire Fighter I, Fire Fighter II, Hazmat Awareness, Hazmat Operations, registration with HPCSA, EC Driver's License

EXPERIENCE REQUIREMENTS: NONE

DUTIES:

Respond to incidents to render emergency and other relevant services.

- Respond to any Emergency incident;
- Ensure complying to policies and procedures;
- Ensures compliance with operational functions;
- Ensure compliance with a pre-determined standard for effective and efficient service delivery

Maintain registration and skills required to perform functions.

- Ensure the maintaining of public driver's license and PrDP;
- Ensure the maintaining registration with HPCSA;
- Partake in skills level training, thereby complying with legislative requirements

Perform watch room duties.

- Answering and monitoring of radio's, telephone
- Assist public with walk-in complaints, emergency and enquiries;
- Monitoring and activation of alarms and turnout of employees and emergency vehicles;
- Monitor station security systems;
- Conduct record of information in occurrence book;
- Perform duties in terms of incident command system, ensuring effective and efficient service delivery.

Complete registers and take corrective actions.

- Ensure completing of inventories and checklists of equipment and vehicles;
- Ensure reporting and rectify deviations to Leading Fire Fighter
- Ensure completing of all operational related registers and submit to Leading Fire Fighter thus ensuring sound administration

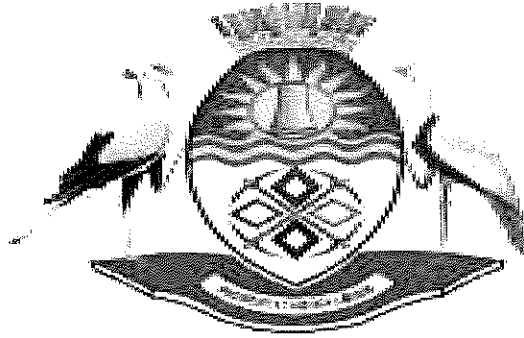
Complete documentation of incidents as required.

- Ensure completing all incident report related documentation and submit to Leading Fire Fighter;

Act within legal requirements e.g. OHS Act.

- Comply with all relevant legal requirements.
- Ensure that uniform and personal protective equipment is clean and neat and in a state of operational readiness ensuring a safer environ.
- Execute instructions from Leading Fire Fighter

NKANGALA DISTRICT MUNICIPALITY EXTERNAL VACANCIES



Nkangala District Municipality
Date: 30.06.2022
Signature: [Handwritten Signature]
Corporate Services Department

NOTE: The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. **Applicants should attach an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from Council's web site www.nkangaladm.gov.za), and send it to or apply online at e-recruitment@nkangaladm.gov.za**

Nkangala District Municipality reserves the right not to fill any of the positions.

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082 **Closing date:** 21 July 2022 @ 16H30