

# NKANGALA DISTRICT MUNICIPALITY

## EXTERNAL VACANCIES



Nkangala District Municipality

Date: 12/01/2022

Signature: [Signature]  
Corporate Services/ HR Department

### CHIEF FINANCIAL OFFICER (REF: F/002/01/2022)

**WORK STATION:** Nkangala District Municipality, Finance Department

**SALARY:** Minimum R1 054 977.00 – Midpoint R1 241 148.00 - Maximum R1 427 320.00

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

**Level:** 1/9

#### QUALIFICATION REQUIREMENTS & EXPERIENCE:

- NQF Level 7 qualification in fields of Accounting, Finance or Economics or Chartered Accountant (SA).
- A certificate Programme in Management Development (Municipal Finance) (Municipal Finance) (CPMD) is a requirement.
- A valid Code B/EB driver's license.
- No criminal record
- Must have completed a CPMD or MFMP Programme or be able to complete such within 18 [eighteen] months from the date of assumption of duties.
- At least 5 years' experience at middle management level preferably within local government, of which at least 2 years be at senior management level,
- High Level of Computer Literacy.
- A Master's degree in Business Administration or in Accounting as well as registration with a relevant professional body will be added advantages.
- Proven track record in governance, financial administration, and strategic statutory reporting.

#### KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES:

- Good understanding of institutional governance systems and performance management
- Understanding of Council operations and delegation of powers,
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework.
- Knowledge and understanding of relevant policies and legislation applicable to Local Government.



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- Act, 2000 (Act No 5 of 2000). Good governance.
- Good knowledge of financial management including revenue management; supply chain management.
- Budgeting.
- Good management of expenditure and financial reporting.
- Ability to provide strategic and innovative leadership.
- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance systems and performance management.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Good governance.
- Knowledge of coordination and oversight of all specialized support functions

### CORE MANAGERIAL & OCCUPATIONAL:

Programme and Project Management \*Financial Management \*Service Delivery Management \*Problem Solving Management \*People Management & Empowerment \*Client Orientation & Customer Focus \*Communication \*Competence in Self-Management \*Knowledge of Performance Management & Reporting \*Willingness to work irregular hours \*A strategic thinker who possess leadership qualities with strong general management skills, with ability to develop and formulate policy, procedures and systems \*Understanding the transformation challenges and change management \*Well developed conflict resolution, negotiation and communication skills and computer literate \*Resource management skills \*Financial and budgeting skills \*Ability to manage performance \*The ability to identify and develop opportunities to the benefit of the municipality \*A foresighted developmental strategist on practical ordinary and intelligence security issues \*Sensitivity for the political and strategic objectives of government, especially local government will be an added advantage.

### KEY PERFORMANCE AREAS:

- The successful candidate will be responsible to lead, direct and manage staff within the Finance directorate so that they are able to meet their departmental and organizational objectives.
- Ensuring compliance with the Municipal Finance Legislation and Regulations.
- Integrating the financial management system of the municipality.
- Manage all financial functions; analysis and interpretation of financial costing information to identify trends, make forecasts and recommendations.
- Plan, direct and co-ordinate the planning and preparation of annual and long-term capital and operating budgets and submit these to management and Council for approval; Ensure that Management Accounts and other financial data are available on an accurate, concise and up-to-date basis.
- Development and maintenance of effective and efficient systems of financial and risk management and control.
- Compliance with MFMA and other statistical returns; Asset & Liability Management; Revenue Management; Expenditure Management; Salaries; Monthly budget statement \*Responsibilities include inter alia estimates and budgeting, income control, expenditure control, credit control, insurance, grants, loans and indigent relief administration services.



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### DUTIES:

Reporting directly to the Accounting Officer on Strategic Financial Management issues, Provide adequate Financial Management Advice to Council, the Accounting Officer as well as the Executive Management Team. Effectively and 2 efficiently implement and manage the financial management system, Develop and Implement Key Strategies/Business Plans to ensure effective implementation and management of systems, processes, procedures and control relating to Supply Chain Management, Revenue Management, Expenditure Management and Budget Preparation and Reporting, Prepare Annual Financial Statements and other mandatory Financial Management Reports, Perform duties and functions delegated to the Chief Financial Officer by the Municipal Finance Management Act and as delegated by Council and/or the Accounting officer, Ensure Legislative, Regulatory, Policy, Practices and Standards compliance. Implement effective processes, support, and coordination for the compilation of the Integrated Development Plan, Budget and Service Delivery and Budget Implementation Plan. Strategically engage with Auditors and provide appropriate and timely responses to audit queries. Be responsible for the execution and timely delivery of departmental outputs as outlined in the departmental SDBIP and CFO's Performance Contract, Facilitate stakeholder participation and involvement. Establish a Performance Management System and ensure adherence to. Staff recruitment, selection and training, capacity building and overall supervision within the Financial Services department.

### NOTE:

- Nkangala District Municipality is a designated, equal opportunity, representative employer. **Persons with disabilities and African, Indian and Coloured Females** 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](http://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**



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### GENERAL MANAGER: COMMUNITY DEVELOPMENT SERVICES (REF: CDS/013/01/2022)

**WORK STATION:** Nkangala District Municipality, Community Development Services

**SALARY:** Minimum R1 055 080.00 – Midpoint R1 241 269 – Maximum R1 427 459.00

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

**Level:** 1/9

#### QUALIFICATION REQUIREMENTS & EXPERIENCE:

- A Bachelor's degree in Social Sciences, Public Administration, Law at NQF level 7 or - equivalent.
- A practical knowledge of health services management
- Minimum of five (5) years work-related experience at middle management level;
- The applicant must have extensive knowledge and understanding of all local government legislations and all policies that governs Municipalities and relevant to the department.
- Good knowledge and understanding of institutional governance systems and performance management
- Knowledge of the statutory requirements regarding the position and the ability to comply therewith;
- Excellent communication and facilitation skills;
- Computer literacy and a valid code EB/B driver's license
- No criminal record
- Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognized relevant professional body will be added advantage.
- Must have completed a CPMD or MFMP programme or be able to complete such within 18 [eighteen] months from the date of assumption of duties.
- A Master's Degree in Community Development / Social Sciences will be an added advantage.



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### KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES:

- Good understanding of institutional governance systems and performance management
- Understanding of Council operations and delegation of powers,
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework;
- Knowledge and understanding of relevant policies and legislation applicable to Local Government;
- Act, 2000 (Act No 5 of 2000). Good governance.
- Good knowledge of financial management including: revenue management; supply chain management;
- Budgeting;
- Good management of expenditure;
- Ability to provide strategic and innovative leadership

### KEY PERFORMANCE AREA:

- The successful candidate will be responsible to lead, direct and manage staff within the Community Development Directorate so that they are able to meet their departmental and organizational objectives;
- Ensuring compliance with applicable legislation;
- Provide support and directive to Waste and environmental management, Parks and Recreation Management, Health Services Management, Cemetery Management, Public Safety; and \*Parks and recreation management. Facilities Management, Traffic and Law Enforcement, Licensing, Security and Disaster Management.

### CORE MANAGERIAL & OCCUPATIONAL

Programme and Project Management \*Financial Management \*Service Delivery Management \*Problem Solving Management \*People Management & Empowerment \*Client Orientation & Customer Focus \*Communication \*Competence in Self-Management \*Knowledge of Performance Management & Reporting \*Willingness to work irregular hours \*A strategic thinker who possess leadership qualities with strong general management skills, with ability to develop and formulate policy, procedures and systems \*Understanding the transformation challenges and change management



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\*Well developed conflict resolution, negotiation and communication skills and computer literate \*Resource management skills \*Financial and budgeting skills \*Ability to manage performance \*The ability to identify and develop opportunities to the benefit of the municipality \*A foresighted developmental strategist on practical ordinary and intelligence security issues \*Sensitivity for the political and strategic objectives of government, especially local government will be an added advantage.

### DUTIES:

Reporting directly to the Accounting Officer, the recommended candidate will:

- Assist the Municipal Manager with the overall governance of the Municipality.
- Provide management advice to Council, the Accounting Officer as well as the Executive Management Team.
- Develop and implement key strategies / Business Plans to ensure effective implementation and management of systems, processes, procedures and controls relating to Community Development Services
- Develop and manage the directorate's budget such that expenditure is in line with Council, MFMA and supply chain requirements.
- Coordinate and support local Municipalities.
- Prepare and submit reports to the Municipal Manager and relevant political structure.
- Ensure sound labour relations within the department;
- Establish a Performance Management System and ensure adherence thereto;
- Liase with stakeholders local, provincial and national;

### NOTE:

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- All applications must be made on the Official Application form provided in our website [www.nkangaladm.gov.za](http://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



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ownership/directorship and reference checks. Applications not accompanied by the required documentation will not be considered;

- Late applications will not be considered.
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### COMMUNITY SERVICE INTERN - (Re-advert) (REF: CSD/014/01/2022)

**WORK STATION:** Nkangala District Municipality, Community Development Services Department

**STIPEND:** R 53 874 per annum

**TERM OF OFFICE:** Fixed term for 24 months (2 years)

**Level:** N/A

**QUALIFICATION REQUIREMENTS:** Grade 12 certificate, Completed Environmental Health (EH) curriculum. Registration with Professional bodies as Environmental health student at HPCSA. Good computer skills and completed all EH experiential training. Applicant must be unemployed and resides within Nkangala district Municipality.

**EXPERIENCE REQUIREMENTS:** NONE

#### DUTIES:

- Performing inspections of specific premises: undertakers, offensive trades, hairdressers, places of entertainment, recreational facilities, resorts, child-care establishments, hostels
- Preparing monthly MHS reports.
- Conducting general inspections of residential and business premises in response to EH related complaints received.
- Perform routine monitoring and sampling of water sources
- Enforcement of MHS by-laws and other relevant legislations.

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- Conduct environmental education and awareness campaigns within the local jurisdiction.
- Investigating complaints regarding noise disturbance and monitor levels thereof.
- Preparing and serving notices, letters, reports, etc, according to environmental health legislations.
- Conduct food premises inspections.
- Monitoring waste management within the local jurisdiction.
- Monitoring the exhumation and reburial or disposal of human remains
- Scrutinising building plans and report comments
- Providing health education and instructions during inspections
- Issue Certificate of Compliance or Acceptance in accordance with applicable legislation
- Investigating outbreaks/incidences of food borne diseases (infections and poisonings)
- Attend meetings, Training, workshops or conferences

### JUNIOR FIRE FIGHTERS X 2

(REF: CDS/015/01/2022)

**WORK STATION:** Nkangala District Municipality, Community Development Services Department But based at Dr JS Moroka Fire Station

**SALARY:** R176 530.00/ R179 382.00/ R185 318.00/ R191 508/ R198 001 p.a (Plus: Contribution to Medical Aid, Pension Fund, Group Life, Housing Allowance)

**TERM OF OFFICE:** Permanent

**Level:** 11/9



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**QUALIFICATION REQUIREMENTS:** Grade 12, Certificate in Fire Fighter 1 and 2 and BAA certificate or First Aid Level III with valid HPCSA registration, Hazmat Operations and Hazmat awareness and Code EC driver's license.

**EXPERIENCE REQUIREMENTS:** The candidate must have One (1) year relevant experience in firefighting.

### DUTIES:

- Perform operational duties of firefighting and rescue services
- Respond to firefighting rescue and special services emergencies
- Execute orders at incidents in accordance with safety procedures
- Report hazardous situations during operational activities
- Assist with cleaning up at accident/incident scene
- Regularly clean vehicles and equipment
- Daily testing of pumps and safety equipment
- Ensure fitness at all times by attending parades, doing fitness exercise and training
- Assist with administration and ad-hoc tasks such as control room duties
- Assist with queries and inquiries from the public and complete call slips.

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### DEVELOPMENT CONTROL PLANNER INTERN X 1 (Re-Advert) (PED/004/01/2022)

**WORK STATION:** Nkangala District Municipality, Planning and Economic Development Unit

**STIPEND:** R 53 874 per annum

**TERM OF OFFICE:** Fixed term for 24 months (2 years)

**Level:** N/A

**QUALIFICATION REQUIREMENTS:** National Diploma or Degree in Town and Regional Planning. Computer Literacy. Valid Driver's License.

**EXPERIENCE REQUIREMENTS:** Ability to take initiative and foster intergovernmental relations.

#### KNOWLEDGE AND SKILL:

- analytical, administrative, communication and report writing skills required
- Must have a sound understanding of government's, strategies, policies and legislations.
- Sound knowledge and understanding of Integrated Development Planning (IDP) and Spatial Development Framework (SDF) processes.

#### DUTIES:

- To provide strategic planning and development services;
- Administration of public participation processes;
- Process applications for new township developments, land development proposals, and changes in land in terms of Planning Legislation and By-Laws;
- Processing and responding to internal and outgoing correspondence;
- Contribute to and interpretation of the Municipal Spatial Development Framework;
- Interpretation and enforcement of the Zoning Scheme Regulations;



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### SECRETARY TO MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) (REF: C/S008/01/2022)

**WORK STATION:** Nkangala District Municipality, Office of the Chairperson MPAC

**SALARY:** R 334 031,00 p.a (Total cost to Company/ All-inclusive package)

**DURATION:** Fixed Term Contract (Linked to the term of Office of the Chairperson MPAC)

**Level:** 9/9

**QUALIFICATION REQUIREMENTS:** Grade 12, National Diploma in Secretarial/ Public/Local Administration and Personnel (NQF Level 6) or equivalent. Extensive Computer Literacy (MS word, Excel and Power point) and typing skills. Good communication skills (oral and written).

**EXPERIENCE REQUIREMENTS:** Minimum of 2 - 3 years' secretarial work experience.

#### DUTIES:

- Provide administrative services to MPAC and ensure administrative efficiency;
- Receive and distribute correspondence by checking the in-trays in the offices and at the record section so as to ensure that correspondence is attended to on time and prioritize urgent matters;
- Answer the telephone and reception responsibilities by responding promptly to incoming and outgoing calls;
- Render proper customer service;
- Arrange meetings, book venues, confirming attendants and arranging refreshments for meetings & appointments;



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- Process, type and file correspondence;
- Ensure proper co-ordinations with internal and external stakeholders;
- Ensure that the Chairperson is informed on her work programme and is briefed and provided with all relevant information prior to meetings;
- Make travel arrangement for the Chairperson and members;
- Prepare requisition and forward to Finance for payment purposes
- Co-ordinate logistic and procedural requirements associated with Municipal Public Accounts Committee (MPAC)
- Provide secretariat support to the MPAC;
- Circulate notifications, agendas and minutes of previous meetings;
- Perform specific secretarial sequences at meetings i.r.o. circulation and completion of attendance registers, recording details of proceedings, discussions and decisions;
- Update committee files, records, attendance registers, notifications, correspondences and minutes.

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### PROTOCOL OFFICER (MM/009/01/2022)

**WORK STATION:** Nkangala District Municipality, Office of the Executive Mayor

**SALARY:** R 596 431,00 p.a (Total cost to Company/ All-inclusive package)

**TERM OF OFFICE:** Linked to the term of Office of the current Executive Mayor

**Level:** 6/9

**QUALIFICATION REQUIREMENTS:** Grade 12 (NQFL5 qualification in Public Administration/ Political Science/International Relations or equivalent. Driver's license. Must be a South African.

**EXPERIENCE REQUIREMENTS:** The candidate must have a minimum of 2-3 years' experience in the political office within the municipal environment.

#### DUTIES:

- To receive, accompany and see off official delegations and guests.
  - Assist in drawing up programs for official visits.
  - Assist in organizing conferences and meetings.
  - Assist in organizing hospitality and other logistic arrangements for visiting delegations and guests.
  - Assist in planning and organizing receptions, banquets and dinners for Executive Mayor and Council.
  - Organise and process access for visitors/guests in and around NDM buildings and within the country.
- Perform any other tasks assigned



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### SECRETARY TO THE EXECUTIVE MAYOR (MM/010/01/2022)

**WORK STATION:** Nkangala District Municipality, Office of the Executive Mayor

**SALARY:** R 596 431,00 p.a (Total cost to Company/ All-inclusive package)

**TERM OF OFFICE:** Linked to the term of Office of the current Executive Mayor

**Level:** 6/9

**QUALIFICATION REQUIREMENTS:** Grade 12 Certificate, NQF L6 qualification or equivalent. in Personal Assistant/ Secretarial qualification/Public Administration/ Public management. Extensive Computer Literacy (MS word, Excel, and Power point) and typing skills.



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**EXPERIENCE REQUIREMENTS:** The candidate must have a minimum of 1 - 3 years' secretarial work experience. Basic knowledge and experience in dealing with the public. Good interpersonal skills. Excellent verbal and written communication skills. Event Management, Knowledge of Protocol and communication. Experience as a Personal Assistant Secretary to the Executive Mayor would be an advantage.

### DUTIES:

Render secretarial duties to the Executive Mayor. Reception related duties, filing, typing, safekeeping of records, keeping the mayoral diary and any other office related duties. Arrange catering for Mayoral Functions. Arranging accommodation and travel arrangements and process payment of the orders in advance. Perform other duties assigned by the Executive Mayor or the Municipal Manager. Must be prepared to work extensive overtime including weekends, after hours and holidays.

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## VIP PROTECTOR TO THE EXECUTIVE MAYOR

### (MM/011/01/2022)

**WORK STATION:** Nkangala District Municipality, Office of the Executive Mayor

**SALARY:** R 624 481,00 p.a (Total cost to Company/ All-inclusive package)



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**TERM OF OFFICE:** Linked to the term of Office of the current Executive Mayor

**Level:** 5/9

**QUALIFICATION REQUIREMENTS:** NQF Level 4 Qualification and certificate in Firearm Use training/VIP Protection

**EXPERIENCE REQUIREMENTS:** 1-2 years' experience as a driver / Protection Services. Valid EB Driver's License and Advanced Driving training (including and – ambush driver training. Physical and mental fitness with sober habits. Effective communication skills, No criminal record. Security Clearance Certificate. Fluent in English and at least one (1) indigenous language common to Mpumalanga and neighbouring provinces. Smart and formal dress code. Knowledge of more than one indigenous language as well as knowledge of VIP Protection/ and or Bodyguard Training will serve as an added advantage.

### **DUTIES:**

Provide driving/ chauffeuring to the Executive Mayor in the discharge of his official duties. Always ensure fitness and maintenance of the vehicle of the Executive Mayor, including washing and cleaning. Report damage and/ or vehicle defects to the Office of the Executive Mayor. Maintain a proper record of trips undertaken by the Executive Mayor. Obtain trip authorization from the Office of the Municipal Manager at all times for the trips being undertaken. Ensure that the vehicle is properly registered.

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**encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.

**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](http://www.nkangaladm.gov.za)), and apply online at <http://nkangaladm.job.skillsmapafrica.com>.

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

**Enquiries:** Ms Hlengiwe Nkosi: 013 249 2082      **Closing date:** 31 January 2022 @ 16H30

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