

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality

Date: 05/09/2022

Signature: [Signature]
Corporate Services/ HR Department

GENERAL MANAGER: TECHNICAL SERVICES (Term of Office: 5 Years)

DURATION: FIVE (5) YEARS

SALARY: MINIMUM R1 055 080.00 - MIDPOINT R1 241 269.00 - MAXIMUM R1 427 459.00

Level: 1/9

QUALIFICATION REQUIREMENTS: NQF 7 Bachelor of Science Degree in Engineering / BTech, Engineering; or equivalent, minimum of 5 (five) years' experience at middle management level, or as programme/project manager. 3-4 years must be at professional/management level engineering management experience. 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. Added advantage shall be enjoyed by those having:

- i. Certificate of competency as required in terms of the General Machinery Regulations, 1988; or
- ii. Registration with recognised relevant engineering professional body.

EXPERIENCE REQUIREMENTS: A minimum of five (5) years' experience at middle management

KNOWLEDGE:

- Good knowledge and understanding of relevant policy and legislations.
- Good knowledge and understanding of institutional governance systems and performance management,
- Knowledge of Occupational Health and Safety Act and its regulations.
- Must have explained knowledge of the public office environment.
- Must be able to formulate engineering master planning, planning project management and implementation
- Report Writing and Presentation skills
- Stakeholder Relations

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- In-depth knowledge of current trends in innovations and practices to be able to analyze and evaluate the feasibility of options and alternatives in the delivery of quality service in line with statutory requirements.

COMPETENCIES:

The Municipal Regulations on Minimum Competency Levels, 2007, issued in terms of Local Government: Municipal Finance Management Act 2003, provides that every Senior Manager of a municipality and municipal entity must meet the minimum competency requirements as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, 17th January 2014.

The said leading competencies are as follows:

- a. Strategic Direction and Leadership.
- b. People Management.
- c. Program and Project Management.
- d. Financial Management.
- e. Change Leadership.
- f. Governance Leadership.

Further to the above the applicant must possess the following core Competencies:

- a. Moral Competence.
- b. Planning and Organizing.
- c. Analysis and Innovation
- d. Knowledge and Information Management.
- e. Results and Quality Focus.

DUTIES:

- Assist the Municipal Manager with the overall implementation and management of capital projects.
- Lead the Technical Services Team to ensure achievement of the targets and objectives.
- Plan and ensure implementation of the infrastructural development and related projects.
- Ensure efficient project management and contract management.
- Ensure efficient utilization of resources allocated in line with the applicable legislation and practices.
- Manage the budget as well as performance of the staff allocated to the department in line with both Performance Management Policy and MFMA Supply Chain requirements.

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 accompanied by a comprehensive CV together with certified copies of qualifications and documents.*

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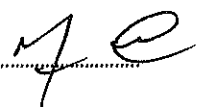
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Nkangala District Municipality reserves the right not to fill any of the positions.

Enquiries: Ms Tlakale Mangwege: 013 249 2082, **Closing date: 22 September 2022 @ 16H30**



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Nkangala District Municipality

Date: 05/09/2022

Signature: [Signature]
Corporate Services/ HR Department

GENERAL MANAGER: PLANNING AND ECONOMIC DEVELOPMENT (Term of Office: 5 YEARS)

DURATION: FIVE (5) YEARS

SALARY: MINIMUM R1 055 080.00 - MIDPOINT R1 241 269.00 - MAXIMUM R1 427 459.00

Level: 1/9

QUALIFICATION REQUIREMENTS:

A recognized B Degree at NQF level 7 in Building Science/Town and Regional Planning or Development Studies/ Architect or equivalent. Must have completed Certificate in 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. Extensive experience in local government. Sound knowledge of Project management and contract management. Added advantage shall be enjoyed by those having:

- i. Project Management Certificate or Diploma; or
- ii. Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 30 of 2002). A valid code driver's license and own roadworthy motor vehicle. Computer literacy. Minimum competency requirements, will be dealt with in terms of Government Gazette 40593 dated 3 February 2017.

EXPERIENCE REQUIREMENTS: Minimum of five (5) years' experience at middle management and have proven successful Professional Developmental/Town and Regional Planning experience.

KNOWLEDGE:

- A strategic thinker who possesses 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

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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.
- 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).
- Knowledge of geographical information systems; and
- Knowledge of spatial, town and development planning.
- Added advantage shall be enjoyed by those having:
- Project Management Certificate or Diploma; or
- Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 30 of 2002).

KEY PERFORMANCE AREAS:

- Reporting directly to the Municipal Manager. Manage GIS, Local Economic Development, Spatial Planning and Land Use Management, Integrated Development Planning and Public Transport Planning and Regulation. Develop, coordinate, and manage operations of the planning and development department.
- Develop methodologies and approaches to guide the specific urban associated with scoping, resourcing, implementation, monitoring and communication.
- Manage IDP Development, Implementation and review processes.
- Develop the District Local Economic Development Strategy and the relevant Economic Development Programs.
- Advise the Municipal Manager on planning and economic development matters.
- Manage Expanded Public Works Programmes in line with the MOU with Department of Public Works.
- Manage Departmental Budget according to SDBIP.
- Reporting directly to the Municipal Manager, manage Planning and Economic Development Departmental finances inter alia, by ensuring effective and efficient capital budget planning and implementation thereof.
- Establish a Performance Management System and ensure adherence thereto.
- Project Management and overall supervision.
- People 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.



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- Stakeholder Relations.
- Financial and Performance Reporting.
- Risk and Change Management.
- Establish Administrative and operational protocols, governance ethics and values in financial management.

COMPETENCIES:

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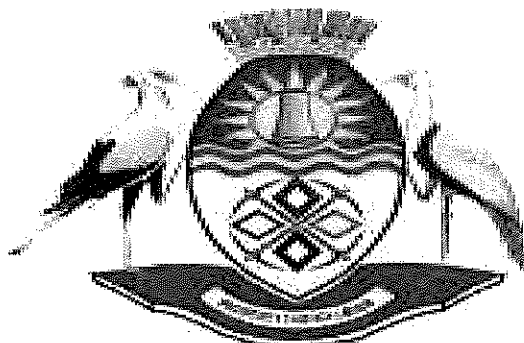
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Nkangala District Municipality

Date: 05/09/2022

Signature: 
Corporate Services/ HR Department

General Manager Community Development Services (Re-Advert)

DURATION: Five (5) Years Fixed Term Performance - Based Contract

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

Level: 1/9

QUALIFICATION & EXPERIENCE REQUIREMENTS: 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.

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.

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- 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 AREAS:

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 by;

- 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.
- 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; Liaise with stakeholders local, provincial, and national.

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.

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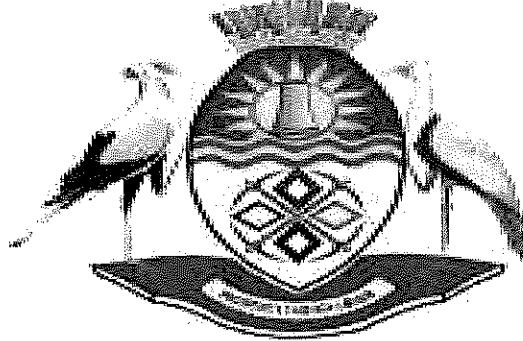
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Signature: [Signature]
Corporate Services/HR Department

LABOUR RELATIONS OFFICER

SALARY: R496 167/ R508 638/ R521 404 p.a (Plus Contribution to Medical Aid, Pension Fund, Group Life and Housing allowance.

Level: 4/9

QUALIFICATION REQUIREMENTS: Grade 12(NQF L4). A National Diploma (NQF L6) in Labour Relations/ Law or para-legal or related field. Excellent communication (verbal and written), interpersonal and negotiation skills and a thorough knowledge of Local government labour law.

EXPERIENCE REQUIREMENTS: A minimum of 5 - 8 years' relevant experience required. preferably in Labour Relations within the Local Government sphere.

RESPONSIBILITIES:

- Analyze collective bargaining agreements to interpret intent, spirit, and terms of contract(s).
- Compile information on disputes, determine labour issues within business and government legal environments.
- Advise management and union officials on developments and interpretation of labour relations, policies and practices.
- Submit employment equity (EE) report to the Department of Labour.
- Handle issues pertaining to employment equity (EE).
- Call and schedule meetings between parties in labour disputes, investigate and resolve grievances, monitor and implement policies i.r.o wages, working hours and conditions to ensure compliance to contractual terms.
- File statistical reports on cases, findings and resolved issues.
- Assist in formulating guidelines i.r.o disciplinary codes for employer-employee relationship.
- Implement and administer the code of discipline.
- Handle all employee grievance cases, to prevent the necessity for legal action.
- Ensure that all departments understand the disciplinary code.
- Liaise with the security department to ensure municipal property is retrieved from exiting employees.

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- *Consult with the legal department i.r.o labour disputes, and legal matters, as required.*

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 males and females are especially encouraged to apply, although this does not suggest that the process of recruitment excludes members from non-designated groups.

PLEASE 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 apply online attaching: 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: e-recruitment@nkangaladm.gov.za.** Nkangala District Municipality reserves the right not to fill any of the positions.

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