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Peddie
5640

VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King William's Town invites suitably qualified and experienced candidates to apply for the following positions:-

Department : **Office of the Municipal Manager**
Position : **Director: Community Services**
Duration : **Five (5) year performance agreement**
Total package : **Negotiable in terms of Government Gazette No. 40117 of 01 July 2016**

Requirements:-

- A recognised Bachelor's degree in Social Sciences/Public Administration/Law/ Environmental Sciences or equivalent NQF level 7 qualification is required
- Minimum of (5) five years relevant experience at middle/senior management level
- Certificate of completion in Municipal Regulations on Minimum Competency Levels
- A valid Code EB driver's licence is essential
- Good knowledge and understanding of key and related Local Government Legislation and Regulations (viz, Municipal Structures Act, Municipal Systems Act, MFMA, Preferential Procurement Policy Framework Act 2000, National Environment Management Act, National Road Traffic Act etc.) is required
- Proven knowledge and understanding of institutional governance systems and Performance Management systems
- Knowledge and proven experience in policy development and by-laws
- Proven experience in management of projects in the field of waste management, community services and protection services
- Good knowledge of Council operations and delegation of powers is required
- Proven experience and knowledge of risk management
- Exceptional and dynamic creativity to improve the functioning of the municipality

Additional Requirements:-

Strategic and visionary leadership, excellent written and verbal communication skills, ability to work under pressure and to tight deadlines, clear understanding of legislation governing local government which amongst others, i.e Municipal Finance Management Act, Municipal Systems Act and Structures Act.

Responsibilities:-

- Reporting to the Municipal Manager, the post operates at a strategic level and provides strategic support to the business functions within Ngqushwa Local Municipality with the main focus being:-
- Implementation of the strategic goals as identified in the Integrated Development Plan of the Municipality
- Ensuring the effective management and compliance of legislation and policies in respect of Key Performance Areas
- Develop and implement policies, procedures and by-laws relevant to the environmental health and community services
- Execute the approved budget in line with the Service Delivery & Budget Implementation Plan
- Enforce compliance with all relevant statutes
- Prepare and control the directorate budget

Department	:	Office of the Municipal Manager
Position	:	Director: Infrastructure and Technical Services
Duration	:	Five (5) year performance agreement
Total package	:	Negotiable in terms of Government Gazette No. 40117 of 01 July 2016

Requirements:-

- A recognised B. Engineering or B. Sc. in Engineering or B. Tech in Civil Engineering or equivalent qualification
- A minimum of (5) five years' experience in managing infrastructure related projects.
- A minimum of (5) five years' experience at middle/senior management level, or as programme/project manager in public/local government sector
- Certificate of completion in Municipal Regulations on Minimum Competency Levels
- Knowledge of as well as experience and skills in core occupational competencies which are:- knowledge of developmental local government; social and economic contexts is also critical
- Interpretation of and implementation within the legislative and national policy framework, knowledge of developmental local government, knowledge of more than one functional municipal field is required
- Registration with the professional body or in the process of obtaining such registration will be a requirement
- Promote a culture of performance by overseeing cascading of performance, regular performance assessment and appraisal
- Understanding of Local Government legislation
- Proven knowledge of, as well as experience and skills in all the technical aspects that are pertinent to the service delivery initiatives
- Exceptional and dynamic creativity to improve the functioning of the municipality
- A valid Code EB driver's licence is essential

Additional Requirements:-

Strategic and visionary leadership, excellent written and verbal communication skills, ability to work under pressure and to tight deadlines, clear understanding of legislation governing local government which amongst others, i.e Municipal Finance Management Act, Municipal Systems Act and Structures Act.

Responsibilities:-

- Provide leadership and direction to the directorate through managing all the subdivisions effectively
- Implement the strategic plan of the municipality through the effective development and monitoring of Service Delivery and Budget Implementation Plan
- Develop and monitor the budget of the directorate
- Manage formulation of policies and administrative procedures relevant to the department
- Determine various service delivery strategies
- Revise the Integrated Development Plan as well as the Service Delivery and Budget Implementation Plan
- Participate in preparing the Integrated Development Plan of the Municipality
- Responsible for the implementation of MIG programme and other funds on infrastructure in nature
- Advise Council of new developments on Infrastructure and service delivery
- Responsible for delegated functions as entailed in the municipality's delegations register

Qualifications and SA Citizens checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks including competency assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

Written application must be submitted on the Prescribed Annexure C of Government Gazette No. 37245 dated 17 January 2014. The form needs to be filled in completely and signed on the last page (in the event that the application is not completed properly, the application will be disqualified).

Interested persons should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Municipal Manager, P. O. Box 539, Peddie, 5640** or can be hand delivered to **Ngqushwa Municipal Offices, Cnr. N2 and R345 Road, Peddie**. Enquiries can be directed to **Human Resources Manager, Mr. M. Mxekezo at 040 6733 095**.

NB:

- No faxed or e-mailed applications will be accepted
- Shortlisted applicants will be subjected to competency assessment and vetting processes
- Only certified copies of certificates, ID and driver's license accepted
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however, the Municipality appreciates your interest and wishes you the best in your career
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof
- Applicants with disabilities are encouraged to disclose their disability status on their applications
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan

Closing date: 20 October 2017

**MRS M.P. MPAHLWA
MUNICIPAL MANAGER**