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VACANCIES

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

Department : **Office of the Municipal Manager**
Position : **Director: Corporate Services**
Duration : **Five (5) Year Performance Based Contract**
Salary : **All-inclusive remuneration package between R 815 063 (Minimum), R 905 626 (Midpoint), R 996 188 (Maximum) as per the Government Gazette No. 43122 of 20 March 2020 for Category 1 Municipality**

Requirements:-

- A recognised Bachelor's Degree In Public Administration, Labour Law or equivalent
- Certificate in Municipal Finance Management (SAQA Qualification ID No. 48965)
- A minimum of 7 years' experience at management level of which 5 years should be at executive senior management in public and/or Local Government
- Have proven successful management experience in Human Resources and Administration
- Proven successful management experience in administration
- Valid driver's licence.

Skills and competencies:-

Good knowledge and understanding of relevant policies and legislations. Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of corporate support services including Human Capital Management, Legal Services and Council Support. Knowledge of coordination and oversight of all specialised support functions

Key responsibilities:-

- Managing and controlling various line functions within the Directorate, such as Human Resources Management, Executive Support, Corporate Strategy and General Administration
- Promoting sound labour relations, organizational development, change management and transformation
- Responsible for staff development, recruitment, dispute resolution, employment equity
- Implement and review HR strategies, plans, policies and procedures in line with national framework and guidelines
- Knowledge and understanding of relevant policy development and legislations
- Knowledge and understanding of institutional governance systems and performance management

- Manage the Directorate in a manner that adequately serves its purpose of being a support service to the core service delivery department in particular and the municipality in general
- Provide strategic leadership in HR Strategy implementation and Labour matters

NOTE: -

Qualification 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)

Department : **Office of the Municipal Manager**
Position : **Manager: Office of the Speaker**
Duration : **Aligned with the term of office of the Speaker**
Salary : **R 699 005.18 – R 907 342.45 p.a. (CTC) Task Grade 15**

Requirements:-

- A recognized Bachelor's Degree in Public Administration or equivalent
- 4 years relevant experience
- Required to maintain confidentiality of documents and sensitive information until authorized to release such information
- Be able to work under pressure
- Computer literacy
- Valid driver's license

Duties:-

- Facilitate the establishment of ward committee structures in all wards by mobilizing stakeholder and community participation in consultation with Ward Councillors
- Prepare, edit and proofread speeches for the Speaker and research topics related to the speech to verify accuracy of the speech
- Provide advisory support to assist the Speaker in fulfilling the designated role as the custodian of the Code of Conduct for Councillors.
- Render administrative support to any special projects / investigations as required by the Speaker
- Follow up on the implementation of Council resolution and programme of action
- Monitor Council meetings are compliant to the relevant legislation

Department : **Office of the Municipal Manager**
Position : **Chief Risk and Investment Officer**
Salary : **R 499 292.00 – R 648 094.00 p.a. (Task Grade 15)**

Requirements:-

- A recognized Bachelor's Degree in Commerce/Internal Auditing or equivalent
- Postgraduate Certificate in Economics and Public Finance will be an added advantage
- 4 years relevant experience
- Knowledge of Enterprise Risk Management Framework and application
- Knowledge of auditing processes and risk processes
- Computer literacy
- Valid driver's license

Duties:-

- Develop fraud and corruption prevention plan to outline municipality's focus and commitment to the reduction and possible eradication of incidents of fraud and misconduct
- Propose better ways of designing and evaluating controls to prevent, detect and respond appropriately to fraud and corruption
- Monitor and implement corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedure
- Monitor spending on Risk Management Unit projects
- Communicate with internal and external auditors on audit findings and recommendations and institute the necessary investigational or corrective measures
- Participate and contribute in various meetings (Risk Management Committee, Audit Committee, Council etc) and provides opinions
- Check if the action plans written on risk register are implemented and demonstrate how this will assist in achieving risk objectives

Department : **Infrastructure & Technical Services**
Position : **Engineering Technician: Civil (Project Management Unit)**
Salary : **R 341 635.00 – R 443 458.00 pa (Task Grade 12)**

Requirements:-

- A recognized National Diploma in Built Environment (Civil Engineering)
- 2-3 years' experience relevant experience
- Registration with relevant professional body will be an added advantage
- Experience in municipal environment will be an added advantage
- Be computer literate
- Valid driver's license

Duties:-

- Participate in preparations of implementation programme for procurement of Service Provider's for the design and implementation of projects
- Verify technical reports prepared by the consultants entailing scope of works and cost of related infrastructure project
- Conduct site briefing inspections to note and respond to bidder's queries for smooth implementation of projects
- Conduct site handovers to contractors in terms of the applicable General Conditions of Contract and ensure that all Contract terms are clearly explained
- Compare bill of quantities against work progress before processing the claim of service providers
- Capture project on the MIS for service provider registration
- Monitor the progress and quality to ensure that the project is according to required specification

Department : **Budget & Treasury Office**
Position : **Accountant (Budget and Reporting)**
Salary : **R 289 366.00 – R 375 611.00 p.a. (Task Grade 11)**

Requirements:-

- A recognized National Diploma in Accounting or equivalent
- Minimum of 3 year's relevant experience
- Sound knowledge of the MFMA, knowledge of GRAP and other legislation that governs Local Government.
- Understanding of Municipal Environment will be added advantage
- Clear credit and criminal checks
- Must work overtime or attend meetings after normal office hours when required
- Valid driver's license will be an added advantage.

Duties:-

- Facilitate the preparation of the budgeting process and guide the departments on templates and timelines
- Coordinate the process of budgeting throughout the institution and monitors the implementation of the budget process plan and report deviations
- Provide budget inputs for accuracy, identify anomalies and where appropriate, take corrective action or report anomalies to Immediate supervisor
- Monitor budget implementation and recommend re-allocation of funds when and where necessary
- Provide input during preparation of the annual MTEF budget document for the municipality
- Extract data from the financial system and compile Treasury Reports (Sections 71, 72 etc) In the prescribed National Treasury format
- Prepare Annual Financial Statement and accounting file
- Extract data from the financial system and relevant reports in the prescribed Treasury format

Department : **Community Services**
Position : **General Assistant x 1**
Salary : **R 112 647.00 – R 126 800.00 p.a (Task Grade 3)**

Requirements:-

- Minimum of Grade 10
- Good physical strength and stamina, willingness and ability to work under varying climate conditions
- Ability to understand and follow oral and written instructions
- Ability to perform duties and responsibilities allocated to him/her including responsible job related experience

Duties:-

- Ability to work unsupervised
- Works in the garbage disposal areas and sort the recyclables and non-recyclables
- Empties garbage from the refuse removal truck and dumps it to the garbage disposal site or area
- Able to sweep and remove garbage
- Keeping parks, grounds and cemetery clean by cutting and collecting grass
- Keeping pavement clean
- Perform any other duties as assigned by the Supervisor

Department : **Budget and Treasury Office**
Position : **Finance Management Intern x 2**
Salary : **R 91 275.60 per annum**

Requirements:-

The candidate should hold as a minimum, a three year Bachelor's Degree or National Diploma with majors in Accounting, Economics or Finance including either Risk Management and/or Auditing among others.

The Intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

INTERNSHIP OVERVIEW

The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a

Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007

Interested persons should download employment application form and 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. L. Nqawa 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 application.
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

Closing date: 10 November 2022



**MR. N. MGENGO
MUNICIPAL MANAGER**