



INTERNAL / EXTERNAL ADVERTISEMENT

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with vision for appointment to the following positions.

DIRECTORATE: COMMUNITY SERVICES

POSITION: DIRECTOR: COMMUNITY SERVICES (5 Year Fixed Contract)

| | | | | |
|---------------|----------|--------------------|-------------------|---------------------|
| SALARY | : | MIN | MID | MAX |
| | | R 835,477 / | R965,869 / | R 1, 096,262 |

The pay scale will be determined by competence and experience

CENTRE: Dihlabeng Local Municipality with its Head Office in Bethlehem

Requirements:

- Bachelor Degree in Social Sciences / Public Administration / Law, or equivalent
- Municipal Finance Management Programme Certificate
- At least 5 years relevant experience at middle management level, and
- Have proven successful institutional transformation within public or private sector
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Understanding of council operations and delegation of power, as well as
 - ❖ Health service management
 - ❖ Cemetery management
 - ❖ Parks and Recreation management

ADDED ADVANTAGE:

- Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body
- Postgraduate qualifications will be an added advantage

Duties: Report to the Municipal Manager. Responsible for the following functions: Traffic and licensing, Disaster Management, Fire and emergency services, environment and waste management. Provide strategic management and leadership for the department and municipality. Manage and improve all administrative functions. Compile annual reports attend and execute Executive Committee and Council resolution. Develop and implement policies and strategies. Compile and manage budget. Ensure that the municipality complies with all provisions of the statutory organ. Management of recreational facilities, cemeteries, libraries and parks. Ensure sure community participation on matters of governance. Management of environmental health including refuse removals service. Provide strategic leadership in the department. Development of Batho Pele organizational culture within the department. Provide a high quality of responsive to the municipality.

DIRECTORATE: PUBLIC WORKS

POSITION: DIRECTOR: PUBLIC WORKS (5 Year Fixed Contract)

| | | | | |
|---------------|----------|--------------------|-------------------|---------------------|
| SALARY | : | MIN | MID | MAX |
| | | R 835,477 / | R965,869 / | R 1, 096,262 |

The pay scale will be determined by competence and experience

CENTRE: Dihlabeng Local Municipality with its Head Office in Bethlehem

Requirements:

- Bachelor of Science Degree in Engineering/BTech: Engineering; or equivalent;
- Municipal Finance Management Programme Certificate
- At least 5 years relevant experience at middle management level, or as programme/project manager; and
- 3-4 years must be at professional/management level engineering management experience;
- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Must have extensive knowledge of the public office environment; and
- Must be able to formulate engineering master planning, project management and implementation;

ADDED ADVANTAGE:

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

Duties: The successful incumbent will be accountable to the Municipal / Accounting Officer and be responsible for the following: Project management of capital project in terms of design, tender budget, quality control, payment certificates and site meeting. Budget compilation in terms of technical services. Co-ordinate projects in terms of drafting business plans, payment certificates and reports. Ensure site meeting as well as compliance with policies. Prepare IDP in term of methodology, technical guidance and facilitating workshops. Lead and manage staff within the directorate. Conduct research and development to find innovating solutions for service delivery. Prepare and implement plans in aligning the IDP.

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

POSITION: DIRECTOR: LOCAL ECONOMIC DEVELOPMENT (5 Year Fixed Contract)

SALARY : **MIN** **MID** **MAX**
 : **R 835,477 /** **R965,869** / **R 1, 096,262**

The pay scale will be determined by competence and experience

CENTRE: Dihlabeng Local Municipality with its Head Office in Bethlehem

Requirements:

- An appropriate Degree or equivalent qualification;
- Municipal Finance Management Programme Certificate
- At least 5 years relevant experience at middle management level,
- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Must have extensive knowledge of the public office environment;
- A visionary, dynamic change agent with passion and commitment to make a difference
- Ability to negotiate at all levels i.e. Provincial and National Government

Duties: Identify key dimensions and opportunities of Local Economic Development by co-ordinating broad based workshops to seek ideas. Formulate plans detailing interventions, actions and timelines guiding the delivery and /or execution of LED strategy. Facilitate feasibility studies to assess the impact of specific economic development initiatives and opportunities. Interact with established local businesses sector to elicit support in job creation and poverty alleviation initiatives. Co-ordinate and executes project/programme requirements and monitors outcomes. Assist in preparations and compilation of the business plan. Prepare investigation reports and summaries detailing functional progress and outcomes. Establish database for Small Business Enterprises and other business initiatives within the municipal area. Monitor and evaluate LED projects in the Municipality. Establish priorities and determine strength, weaknesses and threats. Ensure the establishment of the LED forums and its functionality. Keep and update information with regard to local business sector. Ensuring that provincial and District programme are accomplished in the Municipality. Maintain linkage with other departments dealing with agriculture and rural development. Provide assistance on research for LED projects. Maintaining records of work in progress. Updating system information with specific projects. Support and Coordinate SMME's.

DIRECTORATE: CORPORATE SERVICES

POSITION: DIRECTOR: CORPORATE SERVICES (5 Year Fixed Contract)

SALARY : MIN MID MAX
: R 835,477 / R965,869 / R 1, 096,262

The pay scale will be determined by competence and experience

CENTRE: Dihlabeng Local Municipality with its Head Office in Bethlehem

Requirements:

- Bachelor Degree in Public Administration / Management Sciences / Law, or equivalent
- Municipal Finance Management Programme Certificate
- At least 5 years relevant experience at middle management level, and
- Have proven successful management experience in administration
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of corporate support services, including:
 - ❖ Human capital management;
 - ❖ Legal services;
 - ❖ Facilities management;
 - ❖ Information communication technology; and
 - ❖ Council support;
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- Good Governance;
- Labour Relations Act, and other labour-related prescripts;
- Legal background and human capital management; and
- Knowledge of coordination and oversight of all specialised support functions

Duties: Provides a holistic Corporate Service throughout the Municipality. Ensure research into the best practice associated with Corporate Services and determining the appropriateness of specific policies and procedures for implementation. Advise stakeholders such as Unions, Municipal Manager, Employees and Councilor's on management, processes, planning and the role of Corporate Services in the municipality. Facilitates the development and implementation of policies. Determine financial needs, controls expenditure compile monthly expenditure report for the directorate. Establishes and implements an effective, fair and transparent process of legal services.

SECTION: LEGAL SERVICES

POSITION: MANAGER: LEGAL SERVICES

SALARY: R 431 016.61 PER ANNUM (JOB LEVEL 1 OF A GRADE 8 MUNICIPALITY)

CENTRE: Dihlabeng Local Municipality with its Head Office in Bethlehem

Requirements: LLB Degree or any 4 year recognized legal qualification be an admitted Attorney or have previously completed articles. Appropriate post qualification legal experience. Sound knowledge of South African Legal System, Municipal System Act, Municipal Structures Act, Municipal Finance Management Act and Labour Relations Act. Computer literacy. Legal research, planning and decision making skills. Strategic capability and leadership skills. Good interpersonal skills. Dispute Resolution. Report writing and problem solving. A valid drivers' license.

Duties: Draft by-laws, research in law and interpretation of existing by-laws. Comment and report on new legislation and monitor progress. Attend to claims instituted by and against Council. Provide legal advice to Council on a wide variety of subjects. Drafting and vetting of contracts and tender documents. Provide legal assistance in respect of property and housing matters, township and town planning administration. Attend meeting to provide legal advice to Council, Committees of Council, Sub committees and other structures. Comment on policies of Council to ensure legal compliance and interpret policies. Attend to CCMA / Bargaining Council cases and Labour Court cases. Attend to disciplinary hearings. Draft legal opinion. Handle ad hoc tasks in line with instructions.

SECTION: HUMAN RESOURCES

POSITION: MANAGER: HUMAN RESOURCES

SALARY: R431 016.61 PER ANNUM (JOB LEVEL 1 OF A GRADE 8 MUNICIPALITY)

CENTRE: Dihlabeng Local Municipality with its Head Office in Bethlehem

Requirements: An appropriate 3 year Diploma / Degree in Human Resources Management or equivalent qualification.

Duties: Supervise and ensure the performance of the officials. Responsible for drafting of adverts, recruitment and selections, recommendations for new appointments, transfer, verification, probation period. Employee orientation. Ensure the successful implementation of departmental / public service policies on matters related to Human Resource. Ensure adherence to the relevant precepts / legislation. Provide inputs on the development / amendment of Human Resource Policies / practices. Ensure correctness of relevant document of whatever activities in provisioning.

MUNICIPAL MANAGER

SECTION: INFORMATION TECHNOLOGY

[POSITION: MANAGER: INFORMATION TECHNOLOGY

SALARY: R 431 016.61 per annum (Job level 1 of a Grade 8 Municipality)

CENTRE: Dihlabeng Local Municipality with its Head Office in Bethlehem

Requirements: A relevant B degree in information Technology. Code EB driver's license. At least 2 years' experience in Information Technology.

Duties: Communicating with immediate superior on aspects pertaining to end user computer and or equipment / application requirements. Maintaining data dictionaries /directories and controlling the distribution and retention of data and various storage devices. Performing upgrades and repairs to components devices. Setting up, installing and testing new units prior to handover and monitoring functionality in the institution.

NOTE:

Qualifications and SA citizenship checks will be conducted on all short-listed candidates, and also be subjected to a Competency Based Assessment prior to the appointment being made. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract on or before commencement of duty, a performance agreement and disclosure of financial interest and to undergo security vetting.

Applications should be made on the Application Form for Employment which may be obtained from the Municipality. Curriculum vitae, certified copies of academic qualifications and a copy of an identity document and a valid driver's licence (as extensive travelling is required) must accompany all applications. No faxed or emailed applications will be accepted.

Council reserves the right to appoint or not appoint any candidate if in its view no suitable candidate could be found. Canvassing for appointment to the position and corroborating proof thereof will result in the disqualification of a candidate. Candidates, who meet the abovementioned competencies, will be appointed

NB: Correspondence will ONLY be entered into with short listed candidates.

Applicants should submit their letters of application, CV and certified copies of their certificates to:

(Postal Address)
The Municipal Manager
PO Box 551
BETHLEHEM
9700

(Physical Address)
The Municipal Manager
or
Dihlabeng Local Municipality
9 Muller Street East
Bethlehem

If you have not been contacted within 30 days after the closing date of this advertisement, please accept that your application was unsuccessful. The Council will not pay travelling costs for attending interviews. Dihlabeng Local Municipality subscribes to the provisions of the Employment Equity Act, 1998 and applications from designated groups are specifically encouraged to apply.

Enquiries: Mr. Busa Molatseli, Tel 058 303 3010 (Directors Positions)

Enquiries: Mr. Ruben Evans, Tel 058 303 5732 x 3013 (Managers Positions)

CLOSING DATE: Monday 06 February 2017 at 16h30.

**BUSA MOLATSELI
MUNICIPAL MANAGER**

NOTICE NO: 01/2017