



EHLANZENI DISTRICT MUNICIPALITY
(AN EQUAL OPPORTUNITY EMPLOYER)
SITUATED IN MBOMBELA IN THE MPUMALANGA PROVINCE

Ehlanzeni District Municipality, a Category C Municipality with its seat in Mbombela (Nelspruit) hereby invites applications from suitably qualified candidates who are committed, self-driven, motivated, service delivery oriented and high-performance professional/practitioners for the following positions:

GENERAL MANAGER: TECHNICAL SERVICES
REF: EDM/GM TECHNICAL SERVICES

REMUNERATION:

All-inclusive remuneration package between Minimum **R1,103,033**; Midpoint: **R1,297,685** Maximum: **R1,492,337** as per Government Gazette no 48789 of 14 June 2023 - Determination of Upper limits of total remuneration payable to Managers directly accountable to Municipal Managers.

DURATION:

Permanent. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest which shall be concluded within 60 days after commencement of service and annually, thereafter, within one month after the beginning of each financial year of the municipality.

MINIMUM REQUIREMENTS:

A Bachelor of Science degree in Engineering or BTech in Engineering or equivalent coupled a minimum of 5 years' proven work experience in a senior managerial position in a complex and vibrant municipality and must have experience at middle management level as programme/project manager, and 3-4 years must be at professional/management level engineering management. Must be registered with a recognised relevant engineering professional body.

A qualification relating to the National Treasury Competency Requirements for Senior Officials, that is, CPMD/MFMP/ELMDP. Note: Candidates who have not completed the levels as per Competency levels: The new appointee must attain the minimum competency levels within 18 months from the date of appointment (G40593) GON91 dated 03 February 2017. Computer literacy in Microsoft applications and a valid driving license and must have a motor vehicle. The incumbent must have the Leading and Core Competencies of the position as per Government Gazette No. 37245.

KNOWLEDGE:

In-depth knowledge of current trends in innovations and practices to be able to analyse and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions. Advanced knowledge and understanding of relevant Local government policies and legislation, institutional governance systems, Understanding of IDP, PMS and Budget processes its regulations, Council operations, Delegation of powers, Budget and Financial management. Must be able to formulate engineering master planning, project management and implementation

KEY PERFORMANCE AREAS:

Reporting directly to the Accounting Officer, the recommended candidate will assist the Municipal Manager in managing complex civil infrastructure projects from conceptualisation, design, contract management, quality assurance and compliance, and ensure their proper integration to the District's overall plan (IDP) and DDM. Perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the Department within the budgetary constraints of the Municipality. Provide professional advisory services to local municipalities on project conceptualisation, design, project management and implementation. Manage and source all the Department's contracts and tenders according to the approval SLAs, Council requirements and procurement policy, ensuring adherence to the SLAs, terms of reference, letter of appointment and contracted project time lines as per project time lines and as per project brief. Lead, manage and direct staff in the Department to ensure that they meet the objectives in line with the Municipality's requirements and resources. Responsible for executive management reporting.

CHIEF FINANCIAL OFFICER

REF: EDM/CFO

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MINIMUM REQUIREMENTS:

Bachelor Degree in fields of Accounting, Financial Management, Economics or Chartered Accountant (SA). A relevant post graduate qualification will serve as an added advantage. 5 years' experience at senior management level. Registration with professional bodies will be an added advantage. A qualification relating to the National Treasury Competency Requirements for Senior Officials especially CFO's, that is, CPMD/MFMP/ELMDP Note: Candidates who have not completed the levels as per Competency levels: The new appointee must attain the minimum competency levels with-in 18 months from the date of appointment (G40593) GON91 dated 03 February 2017. Computer literacy in Microsoft applications and a valid driving license, must have a motor vehicle and no criminal record. The incumbent must have the Leading and Core Competencies of the position as per Government Gazette No. 37245.

KNOWLEDGE:

Good Knowledge and interpretation of key and related government legislation (e.g MSA, MFMA, etc) Treasury Regulations and King Report on Corporate Governance. Knowledge of Local Government Performance Management Systems, Council operations, IDP, PMS and Budget processes its regulations, Delegation of powers, Budget and Financial management. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

KEY PERFORMANCE AREAS:

Reporting to the Municipal Manager the incumbent will be responsible to lead, direct and manage staff within the Financial Services department so that they are able to meet their departmental and organizational objectives. Provide strategic leadership, support and advice to the Municipality regarding financial management functions as prescribed by the Municipal Finance Management Act, Act No.56 of 2003 (MFMA), Treasury Regulations and other financial prescripts; Develop and implement key strategic business plans including supply chain management, Revenue Management, Expenditure Management, Budget and Reporting; Prepare, manage and implement municipal budget; Prepare annual financial statements and other mandatory financial management reports. Establish and maintain financial policies, practices and procedures for the Municipality; Perform duties and functions delegated to the Chief Financial Officer in line with the MFMA and as delegated by the Accounting Officer and or by Council Prepare and submit required reports to the Municipal Manager and relevant political structures. Supports the Accounting Officer and other Senior Managers in the execution of their functions. Ensure support to Local Municipalities in the district on financial related matters. Manage municipal assets. Develop and implement the Department's Service Delivery and Budget Implementation Plan (SDBIP).

GENERAL MANAGER: CORPORATE SERVICES

REF: EDM/GM CORPORATE SERVICES

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DURATION:

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MINIMUM REQUIREMENTS:

A recognised relevant degree in Public Administration/Management Sciences/Law; or equivalent. A post graduate qualification will serve as an advantage. A minimum of 5 years managerial experience in local government and/or public sector environment and have proven successful management experience in administration. A qualification relating to the National Treasury Competency Requirements for Senior Officials, that is, CPMD/MFMP/ELMDP Note: Candidates who have not completed the levels as per Competency levels: The new appointee must attain the minimum competency levels with-in 18 months from the date of appointment (G40593) GON91 dated 03 February 2017. Computer literacy in Microsoft applications and a valid driving

- * license and must have a motor vehicle. . The incumbent must have the Leading and Core Competencies of the position as per Government Gazette No. 37245.

KNOWLEDGE:

Extensive knowledge and understanding of relevant policy and legislation; 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 i.e Labour Relations Act, and other labour-related prescripts, Legal background and human capital management, Knowledge of co-ordination and oversight of all specialised support functions, Must have excellent communication and facilitation skills; Understanding and knowledge of IDP, Performance Management, Budget processes, SCM Regulations and the Preferential Procurement Policy Framework Act, Council operations, Delegation of powers, Budget and Financial management. Good knowledge of Corporate Support Services, including: Human capital management, Legal Services, Council Support and Auxiliary services and Facilities management.

KEY PERFORMANCE AREAS:

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; lead and manage various functions relating to provision of Corporate Services in all its areas of responsibility but not limited to development and implementation of sound effective organisational development programmes and initiatives that support organisation wellness, opportunities for personal development and growth; Management of employee relations matters, quality induction and training, diversity management and the development of a productive work culture; Advise and assist in the preparation of Legal Documents, Contracts, Policies, Procedures, Practices or other matters having legal significance to the management and operations of the Municipality; Ensure all Policies and standard operation procedures in place and are compliant with the law; Develop and oversee the systems that ensure the Municipality complies with all applicable Codes of Corporate Governance; Provision of Council support services; 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 spheres of government.

Interested persons meeting the above-mentioned requirements are requested to complete **Annexure C** form as stipulated on the Local Government: Municipal Regulations that is accessible on the following websites: www.gpwnline.co.za/www.ehlanzeni.gov.za. **WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE must be scanned and emailed to recruitment@ehlanzeni.gov.za. No hand/post-delivery and late applications will be considered.**

Application must disclose:

- Academic qualifications, proven experience and competencies (certified copies of qualifications and to be attached).
- Contactable references,
- Certificates of service from previous employers
- Full details of dismissal for any misconduct
- Any disciplinary procedures instituted at previous employment and any other relevant documentation to support the candidate's application.

NB: Qualifications and SA citizenship checks will be conducted on all short-listed candidates. Successful candidates will be subjected to competency, psychometric assessments, security clearance and other additional checks. This advertisement is subject to Local Government: Regulations on the appointment and conditions of employment of senior managers dated 17 January 2014, Municipal Staff Regulations and Local Government Municipal Systems Amendment Act 3 of 2022: Government Notice no 46740 dated 17 August 2022 effective from 1 November 2022. Applications not accompanied by the required documentation will not be considered.

Council reserves the right not to continue with the recruitment process for any valid reason.

Ehlanzeni District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. Council nevertheless appreciates the interest shown by applicants.

Closing date for applications: **22 February 2024 at 16:00**

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Regrettably correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Technical enquiries be directed to the Acting General Manager Corporate Services. Telephone number: (013) 759 8500/8547/8668/8637

APPLICATIONS SHOULD BE ADDRESSED TO:

The Municipal Manager
Ehlanzeni District Municipality,
PO Box 3333,
MBOMBELA
1200



Dr NP MAHLALELA
MUNICIPAL MANAGER

