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A BETTER PLACE FOR ALL

Dr Nkosazana Dlamini – Zuma Local Municipality hereby invites applications from suitability qualified and experienced individuals for appointment to the following positions.

VACANCY 1:

OFFICE OF THE MUNICIPAL MANAGER POSITION: MUNICIPAL MANAGER

CONTRACT: 05 Year Fixed-Term Performance based contract

All Inclusive Package as per the Determination of Upper Limits Issued by Minister of Cooperative Affairs & Traditional Affairs, Government Gazette 43122 of 20 March 2020 between (R992 705,00(Minimum) / R 1,087,143.00 (Midpoint) / R1,195,857.00 (Maximum)

REQUIREMENTS: Matriculation or equivalent qualification / A recognised B. Degree in Public Administration / Political Sciences / Social Sciences / Law. A qualification relating to National Treasury competencies requirements obtained from an accredited and recognised body (**CPMD/MFMP**) will be an added advantage. Minimum 5 years' experience at senior management level. Extensive work knowledge and understanding of relevant policies and Local Government legislations. Strong leadership, budgeting and people management skills, service delivery innovations and strategic capabilities. A Valid driver's license

KNOWLEDGE: Advanced understanding of institutional governance systems and performance management; Advanced understanding of council operations and delegation of powers; Good governance; Budget and financial management. Good understanding of risk management and Local government powers and functions, including assignments of national and provincial functions.

OTHER REQUIREMENTS: The successful candidate will be required to:

- (a) Sign an employment contract, a performance agreement and disclose any financial interests.
- (b) Undergo security vetting
- (c) Undergo competency assessments.

KEY RESPONSIBILITIES:

To head and manage the administration of the Municipality subject to relevant legislations and Council policies. Responsible for the development, implementation, monitoring and evaluation of short and long - term strategic objectives of the organisation and ensure that internal financial targets and budgets are fully consistent with municipality's IDP, SDBIPs and relevant agreement with other sectors of government.

Responsible for promoting a sound financial management and compliance with the Local Government Municipal Finance Management Act. Develop and implement strategies that will have a measurable impact on organizational productivity and financial performance improvements.

Ensure that all Council resolutions and Municipal Bylaws implemented are in line with the Supreme Law of the republic of South Africa Act 108 of 1996. Provide strategic, ethical leadership and management to achieve the vision of the municipality. Provide advice to political structures and political office- bearers of the Municipality, manage communication between political structures and political office- bearers of the municipality

VACANCY 2:

POSITION: SENIOR MANAGER CORPORATE SUPPORT SERVICES

CONTRACT: 05 Year Fixed-Term Performance based contract
All Inclusive Package as per the Determination of Upper Limits Issued by Minister of Cooperative Affairs & Traditional Affairs, Government Gazette 43122 of 20 March 2020 between R 815 063,00 (Min) / R905 626,00 (Mid-Point)/ R 966 188,00 (Max)-

REQUIREMENTS: Matriculation or equivalent qualification / B. Degree in Public Administration/ Management Sciences/ Law; or equivalent. A qualification relating to National Treasury competencies requirements obtained from an accredited and recognised body (CPMD/MFMP) will be an added advantage. 5 years' relevant experience at middle management level at local government management level, and must have proven successful management experience in administration. A Valid driver's license

KNOWLEDGE: Advanced understanding of relevant policies and legislations; Good knowledge and understanding of institutional governance systems and performance management; Advanced knowledge of Corporate Support Services, including: Human capital management; Legal services; Facilities management; Information communication technology, Council support; records management; Good knowledge of supply chain management regulations and Preferential Procurement Policy; Good governance; Labour Relations Act and other related prescripts. Computer literacy.

OTHER REQUIREMENTS: The successful candidate will be required to:

- (a) Sign an employment contract, a performance agreement and disclose any financial interests.
- (b) Undergo security vetting
- (c) Undergo competency assessments.

KEY RESPONSIBILITIES:

The position operates at a strategic level to provide strategic support to all of the business functions within the municipality with the main areas being; Managing and Controlling various line function within the Directorate, such as Human Resources Management, Executive Support, Corporate Strategy, ICT, Registry and General Administration. Staff controlling and discipline. Promoting sound labour relations, organizational development, change management and transformation. Fulfilling all the legislative agreement of the directorate as prescribed in the constitution of the republic of South Africa act 108 of 1996 and all the different legislations applicable to the Local Government. Responsible for the budgeting and expenditure monitoring of the Directorate. Responsible for staff development, recruitment, dispute resolution, employment equity, grievances and disciplinary actions. Management of access to information in accordance with PAIA and Archives legislations applicable. Responsible for Municipal amenities of Dr Nkosazana Dlamini Zuma Municipality. 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 and. Exercising any other functions allocated by the Municipal Council or the Accounting Officer. Responsible for the implementation of Performance Management.

VACANCY 3:

POSITION: CHIEF FINANCIAL OFFICER

CONTRACT: 05 Year Fixed-Term Performance based contract

All Inclusive Package as per the Determination of Upper Limits Issued by Minister of Cooperative Affairs & Traditional Affairs, Government Gazette 43122 of 20 March 2020 between R 815 063,00 (Min), R 905 626,00(Midpoint) R996 188,00 (Max)

REQUIREMENTS: Matriculation or equivalent qualifications /Bachelor of Commerce in Financial Management /Accounting Science /or Chartered Accountant (SA). A relevant post-graduate will be an added advantage. A qualification relating to National Treasury competencies requirements obtained from an accredited and recognised body (**CPMD/MFMP**) will be an added advantage. Minimum of 5 years' Middle management experience preferable in Local Government Sphere. Demonstrate excellent interpersonal and management skills. Business Information Systems (BIS). Valid driver's Licence

KNOWLEDGE: Advanced knowledge and understanding of relevant policies and legislations, Advanced understanding of Council Operations and delegation of powers, good governance, Audit and Risk Management establishment and functionality and Budget and Finance Management.

OTHER REQUIREMENTS: The successful candidate will be required to:

- (a) Sign an employment contract, a performance agreement and disclose any financial interests.
- (b) Undergo security vetting
- (c) Undergo competency assessments.

KEY RESPONSIBILITIES:

Manage and control all financial functions of the Municipality, which includes, *inter alia*, the administration of the budget, advising the municipal manager on the exercise of powers and duties assigned to the municipal manager in terms of the MFMA, assisting the accounting officer in the administration of the municipality's bank accounts and in the preparation and implementation of the municipality's budget, advising senior managers and other senior officials in the exercise of powers and duties assigned or delegated to them in terms of sections 78 or 79 of the MFMA, respectively, perform duties such as budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management as well as review other duties as may be delegated to him/her by the accounting officer in terms of section 79 of the MFMA, develop a medium term financial framework within which Council can operate, provide framework for financial accountability and ensure it is applied effectively, manage and control the auxiliary support services so that there are efficient and effective financial systems in place.

VACANCY 4:

POSITION: SENIOR MANAGER DEVELOPMENT AND TOWN PLANNING

CONTRACT: 05 Year Fixed-Term Performance based contract

All Inclusive Package as per the Determination of Upper Limits Issued by Minister of Cooperative Affairs & Traditional Affairs, Government Gazette 43122 of 20 March 2020 between R 815 063,00 (Min) /R 905 626,00(Midpoint) /R996 188,00 (Max)

REQUIREMENTS: Matriculation or equivalent qualifications/ A Bachelor of Science Degree in Building Sciences/ Architect/ Bachelor Degree in Town and Regional Planning or Development Studies or equivalent. A qualification relating to National Treasury competencies requirements obtained from an accredited and recognised body (CPMD/MFMP) will be an added advantage. 5 years' experience at middle management level; and have proven successful Professional Developmental/ Town Planning experience and valid driver's licence.

KNOWLEDGE: Advanced understanding of institutional governance systems and performance management; good knowledge of supply chain management regulations and Preferential Procurement Policy; knowledge of geographical information systems; knowledge of spatial, Town and Development Planning; Project Management Certificate or Diploma; registration as a Professional Planner in accordance with the Planning Professions Act, 2002; computer literacy.

OTHER REQUIREMENTS: The successful candidate will be required to:

- (a) Sign an employment contract, a performance agreement and disclose any financial interests.
- (b) Undergo security vetting
- (c) Undergo competency assessments.

KEY RESPONSIBILITIES:

Reporting to the Municipal Manager, responsible for the District Spatial Planning; Planning and economic development; Development and maintenance of GIS; Development and maintenance of the Development Planning Shared Services; Formulation of policies, strategies and action plans for the Municipality; LED Strategies; Facilitate research on economic development and maintain database; Stimulate local economy by promoting job creation, investment and the development of BMME's; Assist category B municipalities with land uses management and development planning; Manage the implementation of LED and Development Planning projects; Leverage private and public funds to support IDP and sector plans; Managing marketing, tourism and transport as well as agricultural projects; Management of the department according to the strategies of the municipality; Prepare and submit reports to the Municipal Manager and relevant potential structures.

CLOSING DATE FOR ALL POSITIONS : 11 July 2022

ENQUIRIES: All Enquiries should be directed to **Assistant HR Manager: Mr. S.A Radebe (039 833 1038)**

Please apply by filling in the application for Employment Form obtainable from our website: www.ndz.gov.za (not Z83) or from any of our municipal offices. You must also send your Curriculum Vitae together with certified copies of your academic qualifications, identity document (ID) and valid code Driving Licence to:

Dr Nkosazana Dlamini Zuma Local Municipality
P.O. Box 62
Creighton
3263
Attention to: The Municipal Manager: Mr N.C. Vezi

And for the Municipal Managers' position to:

Dr Nkosazana Dlamini Zuma Local Municipality
P.O. Box 62
Creighton
3263
Attention to: The Mayor: Cllr P.S Msomi

NB: Failure to submit ALL documents listed above will result in disqualification of your application.

PLEASE NOTE: FAXED OR E-MAILED APPLICATIONS WILL NOT BE CONSIDERED AND THAT APPLICATION RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

Canvassing support from Municipal Officials and Councillors for the above positions is prohibited and any person found guilty thereof or found to have been involved in this practice, will be disqualified with immediate effect. The Dr Nkosazana Dlamini Zuma Local Municipality is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability.

The municipality reserved the right not to make any appointment in respect of the advertised posts.

**Mr. N.C. Vezi
Municipal Manager**

