



**ADVERTISEMENT OF A VACANT POST – EXTERNAL**

The Sedibeng District Municipality with its seat in Vereeniging invites candidates to apply for the following performance-based, posts.

**CLUSTER: OFFICE OF THE MUNICIPAL MANAGER**

<b>CLUSTER</b>	<b>STRATEGIC PLANNING AND ECONOMIC DEVELOPMENT</b>
<b>POSITION</b>	<b>EXECUTIVE DIRECTOR STRATEGIC PLANNING ECONOMIC AND DEVELOPMENT (5 YEAR FIXED TERM CONTRACT)</b>
<b>TOTAL REMUNERATION PACKAGE</b>	<b>Minimum R768, 305(p.a) – Midpoint R878, 063 (p.a) – Maximum R987, 820(p.a)</b> in line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager
<b>REQUIREMENT</b>	<ul style="list-style-type: none"> <li>➤ A Degree (NQF Level 7) in Science/ Building Sciences/Architecture/Post graduate degree in Town and Regional Planning or Development Studies or equivalent.</li> <li>➤ Minimum of 7 years' experience in the Economic Development and Planning field at senior middle management levels, of which at least 2 years must be at senior management level.</li> <li>➤ Proven successful Professional Development/Town and Regional Planning experience. Extensive and practical knowledge of the Local Government environment.</li> <li>➤ Registration as Professional Planner in terms of the Planning Professions Act, 36 of 2002, will be an advantage.</li> <li>➤ Good understanding of performance management systems applicable to Local Government.</li> <li>➤ Understanding of Municipal Legislative Framework including, Municipal Systems Act, MFMA, Municipal Structures Act, and other related legislation.</li> <li>➤ Certificate in Municipal Finance Management Programme (MFMP) or certificate Programme in Municipal Development (CPMD) in line with Minimum Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007 will be an added advantage.</li> </ul>
<b>PERFORMANCE AREAS</b>	<p>As the Head of Community Services, incumbent will take responsibility of the overall performance in the following areas:</p> <ul style="list-style-type: none"> <li>➤ Providing strategic leadership in the Strategic Planning and Economic Development Department of the Municipality, which includes Economic Development and Tourism and Development Planning and Human Settlement.</li> <li>➤ Developing and continuously evaluating the short-term and long-term strategic organizational governance objectives of the Municipality.</li> <li>➤ Ensuring policy development, research and compliance.</li> <li>➤ Developing and implementing the departmental SDBIP.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Compiling, implementing, monitoring and reporting on departmental budget.</li> <li>➤ Giving inputs and support towards preparation of IDP to ensure alignment and efficient performance.</li> <li>➤ Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality.</li> <li>➤ Performing any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities</li> </ul>
<b>KNOWLEDGE AND ATTRIBUTES</b>	Strategic leadership and management. Strategic financial management. Good governance and ethics and values. A high level of written and verbal communication skills. A high level of emotional intelligence. Proven ability to communicate and negotiate in all spheres and levels of government. Ability to meet deadlines. Attention to detail. Ability to work under pressure. Proven ability to provide strategic and innovative leadership. Strategic thinking and analysis

<b>CLUSTER POSITION</b>	<b>COMMUNITY SERVICES EXECUTIVE DIRECTOR COMMUNITY SERVICES (5 YEAR FIXED TERM CONTRACT)</b>
<b>TOTAL REMUNERATION PACKAGE</b>	<b>Minimum R768, 305(p.a) – Midpoint R878, 063 (p.a) – Maximum R987, 820(p.a)</b> in line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager
<b>REQUIREMENT</b>	<ul style="list-style-type: none"> <li>➤ A Degree (NQF Level 7) in Social Science/Public Administration/Law or equivalent, from a recognized tertiary institution.</li> <li>➤ Minimum of 7 years' experience in the Local Government Administration in the Community Services field at senior and middle management levels, of which at least 2 years must have been senior management level.</li> <li>➤ Registration with the South African Council for Social Service Professionals or similar recognized relevant professional body will be an advantage.</li> <li>➤ Proven successful institutional transformation within the Municipal and public or private sector.</li> <li>➤ Good understanding of performance management system applicable to Local Government.</li> <li>➤ Understanding of Municipal Legislative Framework including, Municipal Systems Act, MFMA, Municipal Structures Act, and other related legislation.</li> <li>➤ Certificate in Municipal Finance Management Programme (MFMP) or certificate Programme in Municipal Development (CPMD) in line with Minimum Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007 will be an advantage.</li> </ul>
<b>PERFORMANCE AREAS</b>	As the Head of Community Services, incumbent will take responsibility of the overall performance in the following areas: <ul style="list-style-type: none"> <li>➤ Providing strategic leadership in the Community services Directorate of the Municipality, which includes Health and Social Development; Sports, Recreation, Arts, Culture and Heritage; Public Safety and HIV/AIDS</li> <li>➤ Developing and continuously evaluating the short-term and long-term strategic</li> </ul>

	<p>organizational governance objectives of the Municipality.</p> <ul style="list-style-type: none"> <li>➤ Ensuring policy development, research and compliance.</li> <li>➤ Developing and implementing the departmental SDBIP.</li> <li>➤ Compiling, implementing, monitoring and reporting on departmental budget.</li> <li>➤ Giving inputs and support towards preparation of IDP to ensure alignment and efficient performance.</li> <li>➤ Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality.</li> <li>➤ Performing any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities</li> </ul>
<b>KNOWLEDGE AND ATTRIBUTES</b>	Strategic leadership and management. Strategic financial management. Good governance and ethics and values. A high level of written and verbal communication skills. A high level of emotional intelligence. Proven ability to communicate and negotiate in all spheres and levels of government. Ability to meet deadlines. Attention to detail. Ability to work under pressure. Proven ability to provide strategic and innovative leadership. Strategic thinking and analysis

<b>CLUSTER POSITION</b>	<b>FINANCE</b>
<b>TOTAL REMUNERATION PACKAGE</b>	<b>CHIEF FINANCIAL OFFICER (5 YEAR FIXED TERM CONTRACT)</b>
<b>REQUIREMENT</b>	<p><b>Minimum R768, 305(p.a) – Midpoint R878, 063 (p.a) – Maximum R987, 820(p.a)</b> in line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager</p> <ul style="list-style-type: none"> <li>➤ Relevant degree (NQF Level 7) in Finance/Economics/Accounting from a recognized tertiary institution or qualified Chattered Accountant Minimum of 7 years' experience at senior and middle management levels in a financial environment, of which at least 2 years must have been at senior management level</li> <li>➤ Proven track of managing financial management services</li> <li>➤ Good understanding of performance management systems applicable to local government</li> <li>➤ Extensive and practical knowledge of local government</li> <li>➤ Understanding of Municipal Legislative Framework including Municipal System Act, MFMP, Municipal structures Act, and other related legislation</li> <li>➤ Certificate in Municipal Finance Management Programme (MFMP) or Certificate Programme in Municipal Development (CPMD) in line with Minimum Regulation 493 of 15 June 2007 as published in government gazette 29967 of 15 June 2007 will be an advantage.</li> </ul>
<b>PERFORMANCE AREAS</b>	<p>As the Head of Finance Cluster, incumbent will take responsibility of the overall performance in the following areas:</p> <ul style="list-style-type: none"> <li>➤ Providing strategic leadership for all functional areas in the financial department.</li> <li>➤ Ensuring the Municipality complies with all legislation pertaining to financial management.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Advising the Accounting Officer on the exercise of powers and duties assigned to him/her in terms of the MFMA Perform duties such as budgeting, accounting, analysis, financial reporting, cash and debt management and any other duties as may be delegated by Accounting Officer in terms of MFMA.</li> <li>➤ Developing and implement programmes and strategies to ensure effective and substantial performance and municipal viability.</li> <li>➤ Monitoring financial risks and implement an anti-fraud and anti-corruption strategy in support of the Risk Management Unit programs.</li> <li>➤ Giving inputs towards preparation of IDP and SDBIP Compile relevant reports as required by financial management legislation.</li> <li>➤ Ensuring compliance with corporate governance principles within the Financial Services Department.</li> </ul>
<b>KNOWLEDGE AND ATTRIBUTES</b>	Strategic leadership and management Strategic financial management Good governance and ethics and values. High level of written and verbal communication skills. High level of emotional intelligence. Proven ability to communicate and negotiate in all spheres and levels of government. Ability to meet deadlines. Attention to detail. Ability to work under pressure. Proven ability to provide strategic and innovative leadership. Strategic thinking and analysis

<b>CLUSTER</b>	<b>CORPORATE SERVICES</b>
<b>POSITION</b>	<b>EXECUTIVE DIRECTOR CORPORATE SERVICES (5 YEAR FIXED TERM CONTRACT)</b>
<b>TOTAL REMUNERATION PACKAGE</b>	<b>Minimum R768, 305(p.a) – Midpoint R878, 063 (p.a) – Maximum R987, 820(p.a)</b> in line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager
<b>REQUIREMENT</b>	<ul style="list-style-type: none"> <li>➤ Relevant degree (NQF Level 7) in Public Administration/Management Sciences/ Law or equivalent from a recognized tertiary institution. Minimum of 7 years work related experience at senior and middle management levels, of which at least 2 years must have been at senior management level.</li> <li>➤ Proven successful institutional transformation within the public or private sector.</li> <li>➤ Proven track record of managing functions relating to Corporate Support Services</li> <li>➤ Extensive and practical knowledge of local government.</li> <li>➤ Good understanding of performance management systems applicable to local government.</li> <li>➤ Understanding of Municipal Legislative Framework including Municipal System Act, MFMP, Municipal structures Act, and other related legislation.</li> <li>➤ Certificate in Municipal Finance Management Programme (MFMP) or Certificate Programme in Municipal Development (CPMD) in line with Notice 29967 of 15 June 2007 on Municipal Regulations on Minimum Competency Levels will be an advantage</li> </ul>
<b>PERFORMANCE AREAS</b>	As the Head of Corporate Services, incumbent will take responsibility of the overall performance in the following areas:

	<ul style="list-style-type: none"> <li>➤ Providing strategic leadership in the Corporate services Directorate of the Municipality, which includes Human resource, Legal Services, Information Management, Facilities and Utilities Management.</li> <li>➤ Developing and continuously evaluating the short-term and long-term strategic organizational governance objectives of the Municipality.</li> <li>➤ Ensuring policy development, research and compliance.</li> <li>➤ Developing and implementing the departmental SDBIP.</li> <li>➤ Compiling, implementing, monitoring and reporting on departmental budget.</li> <li>➤ Giving inputs and support towards preparation of IDP to ensure alignment and efficient performance.</li> <li>➤ Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality.</li> <li>➤ Performing any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities.</li> </ul>
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<b>COMPETENCY AREAS</b>	Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of Corporate Support Services including human capital management, legal services, fleet management, facilities management, Information Technology and Council support. Good knowledge of Supply Chain management regulations and the Preferential Procurement Policy framework Act 2000 (Act of 2000), good governance, Labour Relations Act and other related Labour prescripts. Knowledge of coordination and oversight of all specialized support functions. Strategic leadership and management.
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<b>CLUSTER</b>	<b>TRANSPORT, INFRASTRUCTURE AND DEVELOPMENT</b>
<b>POSITION</b>	<b>EXECUTIVE DIRECTOR TRANSPORT, INFRASTRUCTURE AND DEVELOPMENT</b>
<b>TOTAL REMUNERATION PACKAGE</b>	<b>Minimum R768, 305(p.a) – Midpoint R878, 063 (p.a) – Maximum R987, 820(p.a)</b> in line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager
<b>REQUIREMENT</b>	<ul style="list-style-type: none"> <li>➤ A degree (NQF Level 7) in Engineering science or B.Tech: Engineering or equivalent from a recognized tertiary institution.</li> <li>➤ Registration with the Engineering Council of South Africa as Pr Eng. Or Pr Tech Eng, in terms of the Engineering Professions Act.</li> <li>➤ Minimum of 5 years' experience in the Local Government And Infrastructure Services Environment at senior and middle management levels, of which at least 2 years must have been at senior management level.</li> <li>➤ 3-4 years must be at professional/management level engineering management experience.</li> <li>➤ Proven track record of managing functions relating to Corporate Support Services</li> <li>➤ Extensive and practical knowledge of local government.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Good understanding of performance management systems applicable to local government.</li> <li>➤ Understanding of Municipal Legislative Framework including Municipal System Act, MFMP, Municipal structures Act, and other related legislation.</li> <li>➤ Certificate in Municipal Finance Management Programme (MFMP) or Certificate Programme in Municipal Development (CPMD) in line with Notice 29967 of 15 June 2007 on Municipal Regulations on Minimum Competency Levels will be an advantage.</li> </ul>
<b>PERFORMANCE AREAS</b>	<p>As the Head of Transport Infrastructure and Environment, incumbent will take responsibility of the overall performance in the following areas:</p> <ul style="list-style-type: none"> <li>➤ Providing strategic leadership in the Transport Infrastructure and Environment of the Municipality, which includes Transport and Infrastructure Planning; Motor Vehicle Licensing and Environment.</li> <li>➤ Developing and continuously evaluating the short-term and long-term strategic organizational governance objectives of the Municipality.</li> <li>➤ Ensuring policy development, research and compliance.</li> <li>➤ Developing and implementing the departmental SDBIP.</li> <li>➤ Compiling, implementing, monitoring and reporting on departmental budget.</li> <li>➤ Giving inputs and support towards preparation of IDP to ensure alignment and efficient performance.</li> <li>➤ Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality.</li> <li>➤ Performing any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities.</li> </ul>
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Sedibeng District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. Should you not hear from us within 60 days after the closing date, kindly accept that your application was unsuccessful and communication will be limited to shortlisted candidates. Canvassing of councilors or employees in respect of the position, will lead to immediate disqualification of the application. •Please note that recommended candidates will undergo security vetting, including inter alia competency assessments, the verification of curricula vitae, all qualifications and criminal records. The successful candidate will be required to sign an employment contract, a performance agreement as well as to disclose their financial interests. Successful candidates will be stationed within the area of jurisdiction of the Sedibeng District Municipality which is within the local municipalities of Sedibeng, Lesedi and Midvaal.

**NOTE: CANDIDATES WHO ARE NOT IN POSSESSION OF THE CERTIFICATE IN MANAGEMENT DEVELOPMENT FOR MUNICIPAL FINANCE (CPMD) MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MFMP) REQUIRED PER NOTICE 29967 OF 15 JUNE 2007 ON MUNICIPAL REGULATIONS ON MINIMUM COMPETENCY LEVELS WILL BE GIVEN AN OPPORTUNITY TO OBTAIN SUCH COMPETENCIES WITHIN 18 MONTHS IF APPOINTED.**

To apply interested candidates must submit a fully completed application form from our website: [www.sedibeng.gov.za](http://www.sedibeng.gov.za). Attach a signed application letter, a comprehensive Curriculum Vitae (CV), certified copies of qualifications, driver's license and Identity Document to the Office of the Municipal Manager. Faxed, emailed or applications not made on the applicable application form will not be considered. Enquiries should be directed to the Office of the Municipal Manager at 016 450 3201 during office hours.

**Applications in sealed envelopes must be hand-delivered to the Office of the Municipal Manager: Corner Leslie Avenue and Beaconsfield Street, Vereeniging during office hours only.**

**All enquiries relating to job content can be directed to: The Office of the Municipal Manager: Mr. S Khanyile, tel. 016 450 3201 during office hours.**

**All enquiries relating to job content can be directed to:  
The Municipal Manager Mr. S. Khanyile Tel: (016)450-3201 or  
Betty Peterson Tel: (016)450-3201 during office hours from 07:45 to 16:15  
Applications can be posted to: P. O. Box 471, Vereeniging, 1930  
Email address: [bettyp@sedibeng.gov.za](mailto:bettyp@sedibeng.gov.za)**

**CLOSING DATE FOR ALL APPLICATIONS IS 25 JULY 2017**

**PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY**



**Sedibeng District Municipality is an equal opportunity and affirmative action employer. It is our intention to promote equitable representivity through the filling of these positions.**

**Mr. S Khanyile  
Municipal Manager  
Sedibeng District Municipality**

