



GAMAGARA LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Gamagara Local Municipality with its head office in Kathu and located in the **John Taolo Gaetsewe** Region, Northern Cape province, is an equal opportunity employer and invites applications from suitably qualified persons for the following position:

MUNICIPAL MANAGER'S OFFICE

CHIEF FINANCIAL OFFICER (FIVE YEARS FIXED-TERM CONTRACT)

This advertisement is in subject to implementing the Government Gazette No. 42023 of 8 November 2018: Local Government Municipal Systems Act, 2000 (Act No.32 of 2000) Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers.

Total annual remuneration package of **R 857, 571 to R 980, 0823 to R 1, 102, 590 (Category 3 Municipality)**. A Remote Allowance of not exceeding 7 % of the total annual remuneration package of the Senior Manager may also be paid.

Requirements: * A B. degree in the field of Accounting, Finance or Economics or Chartered Accountant (SA) * relevant experience. Minimum of 5 years at middle management level of which at least 2 years must be at senior management level, preferably in Local Government environment. ***Added advantage;** Minimum competency as per the National Treasury: Local Government, MFMA; *Strategic leadership and people management capabilities coupled with assertiveness and self-motivated personal attributes. *Proven ability to communicate and negotiate at all spheres and levels of government. *Extensive knowledge of legislation procedures and processes pertaining to Local Government finance including the provisions of the Municipal Finance Management Act. *Experience in any of the financial systems that are used in municipality will be a further advantage. *The candidate will have to undergo security vetting.

Key Responsibilities. *planning organization and controlling of all activities of the Finance Department inclusive or buying services, financial services (expenditure inclusive of salaries) and levy collection service (income). *Attending council and committee meetings. *Compilation of Annual Budget and Financial Statements in accordance with General Recognized Municipal Accounting Principles (GRAP) and control of bank accounts. *monitor other department's budgets. *Ensure the implementation and the execution of indigent's policy. *Ensure proper and diligent compliance with Acceptable Municipal Finance Management Legislation in all aspects, including, but not limited to budgetary process and control; investment management; credit control and debt collection; financial management; management of Assets and Liabilities of the Municipality; ensure the development and implementation of strategies that will have a measureable positive impact on Financial Performance. Manage departmental performance and risk management* Plan and implement the departmental and municipal budget and SDBIP. Provide inputs and manage IDP programmes. Perform any other duties or functions that may be assigned by the Municipal Manager.

**DIRECTOR: COMMUNITY SERVICES
(FIVE YEARS FIXED TERM CONTRACT)**

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Requirements: *Bachelor Degree in Social Science/Public Administration/Law; or equivalent* Five years' experience at middle/senior management level; and a proven successful institutional transformation within public or private sector. **Added advantage; * Registration** with the South African Council for Social Service professionals (SACSSP), or similar recognized relevant professional body. * Minimum competency as per the National Treasury: Local Government, MFMA; Minimum Regulations on competency level, Gazette 29967 issued on the 15 of June 2007, Applicants without the relevant competency will be given 18 months to complete the competency. **Knowledge;** * 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 powers, as well as Health service management, cemetery management, Public safety; and Parks and recreation management.

Key Responsibilities. * Develop and implement a community services strategy* Co-ordinate developmental Environmental health and waste management, traffic and law enforcement services and community liaison, fire and Disaster, Libraries, sports, arts and culture. * Develop and implement a departmental budget management* Develop department strategic programmes and operational plans.*Manage departmental performance and risk management* Plan and implement the departmental budget and SDBIP. Provide inputs and manage IDP programmes. Perform any other duties or functions that may be assigned by the Municipal Manager.

To apply for the above post use: a prescribed application form in terms of the Local Government: Municipal System Act, 2000 (Act No. 32 of 2000) issued on the 17th January 2014 (Government Gazette: Local Government Regulations for Appointment and Conditions of Employment of Senior Managers), obtainable from our municipal website, reception/ HR office, An application not made on the prescribed official form will not be considered.

The application must be accompanied by a detailed CV, certified copies of original academic qualifications certificates (not older than 3 months) copy of an identity documents and driver's license.

The shortlisted candidates will be subjected to **security and reference check as well as competency assessment, as per the regulation**. The appointed candidate will be required to sign an employment contract, a performance contract and a disclosure of financial interest.

Failure to comply with the above request will disqualify your application.

Enquiries: Mr. Lebogang Seetile (Director: Corporate Support Services), Tel: (053-723 6000)

This posts are based in Kathu.

Please forward application to: Mr. K. Leserwane, The Municipal Manager, Gamagara Local Municipality, P.O. BOX 1001, KATHU 8446, or hand-delivered at CNR Hendrick Van Eck & Frikkie

Meyer Road at Municipal Reception or alternatively to the following email address
Registry@gamagara.co.za

Canvassing for appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing date: 26th June 2020

Notice number 2020/12



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POSITION	:	CIVIL ENGINEER
DEPARTMENT	:	TECHNICAL SERVICES
SECTION	:	CIVIL SERVICES
WORKSTATION	:	KATHU MUNICIPAL MAIN BUILDING
REMUNERATION	:	TASK GRADE 17: R783 084. 00 – R881 700. 00

(Plus benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque)

Essential requirements: BSc Civil Engineering degree or B-Tech Civil Engineering degree or National Diploma Civil Engineering. 5 years relevant working experience of which 3 years must be in management and/or supervision. Professional registration or in the process of registration or registrable within the first two years of employment. Valid driver's license (Code B or EB). 5 Years relevant post qualification experience.

Key Performance Areas: Provide support and participates in functional processes associated with Engineering priorities and requirements for defined area. Provide advice/information and guidance on the principles procedures and applications associated with complex forms of Engineering projects and Programs. Manages procedures associated with the preparation and collation of contract documentation and/or evaluating tender applications for engineering works. Manages the principles and applications associated with the development and presentation of technical designs for complex forms of engineering works. Manages procedures associated with the preparations and collations of contract documentation and/or evaluating tender applications for engineering works. Defining appropriate standards and control the implementation/outcomes of complex forms for engineering contracts. Disseminates information on the professional aspects of civil design concepts and provides reports detailing interventions and outcomes. Overall compilation of the annual capital and operational support services section budgets. Overall coordination, compilation and drafting of the annual capital and operational budgets of the department. Making comprehensive budgetary recommendations to the council via the Head of Department. Applying budget control and implementation of methods to stay within budget limits. Projecting of cash flow, controlling and updating thereof. Prioritizing and motivating for resources including official vehicles and equipment as well as new resources, replacement and upgrading. Authorizing expenditure. Evaluating reports and recommendations to Council regarding application of allocated funds. Compiling monthly and quarterly reports.

POSITION : **FINANCE INTERNSHIP x 3**
SECTION : **BUDGET AND TREASURY OFFICE**
REMUNERATION : **R100 000 all-inclusive package p.a**
DURATION : **Two-years fixed term contract**

Requirements: A three-year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and/or Auditing. No criminal record.

Other requirements/skills: Exceptional skills on Ms. Word/Excel. Good verbal and written communication skills. The ability to work under pressure. The incumbent must be a team player.

Key Performance areas: To participate in the Municipal Finance Management Internship Programme; be prepared to work in different sections of financial services on rotational basis. Municipal interns must regard this programme as an opportunity to learn Local Government municipal finance management and thus an opportunity to further their careers in Local Government and municipalities. If this objective is to be realised, interns must: Be receptive to the training support provided by the municipality through any of the delegated officials in this regard; Obey all policies and procedures of the municipality in respect of work process, ethics and ethos, among others; Take ownership of their own personal development by initiating self-directed learning and requesting clarifications if need be through the nominated mentors and coaches; Compile the necessary documentation required to monitor their learning progress.

Conditions: Each applicant must submit the following: A signed application letter; A comprehensive CV; Certified copies of qualifications, ID & Driver's Licence. Transcripts of the professional qualifications. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records; No faxed or e-mailed applications will be accepted; The Municipality reserves the right at all times not to appoint. No late applications will be considered.

Correspondence will be limited to short listed candidates. If you have not been contacted within three months of the closing date of this advertisement please accept that your application was unsuccessful. The municipality reserves the right not to make an appointment.
GAMAGARA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION. SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.

Please forward application to: Mr. K. Leserwane, The Municipal Manager, Gamagara Local Municipality, P.O. BOX 1001, KATHU 8446, or hand-delivered at CNR Hendrick Van Eck & Frikkie Meyer Road at Municipal Reception or alternatively to the following email address **Registry@gamagara.co.za**

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