

PHOKWANE LOCAL MUNICIPALITY

(Incorporating Hartswater, Jankemp Dorp, Pampierstad, Ganspan and surrounding farm areas)



Shortlisted candidates will be subjected to security vetting/ screening; verification of Qualifications and employment history/ reference checks and competency assessment. Phokwane Local Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the Municipality including remuneration, advertisement etc, should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No 7 of 2011 or any other relevant legislation.

Emailed and faxed applications will not be accepted. Fraudulent academic qualifications or documentation will result into the immediate disqualification of your application. Canvassing of Councillors and officials will automatically disqualify the applicants. All Qualifications must be addressed/ sent to:

**The Acting Municipal Manager
Att: Mr Zithulele Nikane
Phokwane Local Municipality
Private Bag X3
Hartswater
Northern Cape
8570**

Or can be hand delivered at:

**Phokwane Local Municipality
24 Hertzog Street
Registry Office
Hartswater
Northern Cape
8570**

Closing Date: 26 October 2016

NB: Should the applicants not be given a response within four weeks of the closing date, consider your application not successful. Phokwane Municipality is committed to comply with the requirements of Employment Equity Act, no 55 of 1998 for the advancement of P.D.I.S and disabled person. Enquiries: Acting Corporate Services Director; Mr M.S.Mojaki during working hours- 08h00- 16h00 Telephone: 053 474 9700

MANAGER: HUMAN RESOURCE

R353 772.12 T15 per annum excluding benefits

Requirements

- Grade 12 plus relevant HR Diploma/ Degree or equivalent
- Knowledge and insight of HR & skills development Policies & Procedures
- The necessary capabilities to act independently and problem solving skill
- Computer literacy i.e. MS Word, Excel & PowerPoint & report writing skills
- Relevant Policy formulations & interpretation ability
- Sound human relations and communication , negotiation and presentation skills
- Knowledge of relevant regulations & application thereof
- Labour relations understanding in local government environment
- Code B drivers license
- Creativity and analytical thinking
- A well developed verbal power of reasoning as well as language proficiency

Duties

- Manage the effective day –to day Human resources administration to ensure effective and efficient control thereof.
- Manage performance of employees in the division to ensure optimal work performance.
- Develops and monitor systems, policies, procedures and processes to ensure correct working operations and practices
- Performs Human Resources and administrative activities to ensure optimal utilization of resources.
- Administer human resources procurement processes and procedures to ensure effective staffing of the municipality.
- See to execution of correct and appropriate HR Procedures to ensure effective utilization of the HR of the municipality & the harmonious management of the staff.
- Oversee the development of WSP to ensure optimum development of the workforce and that compliance is achieved
- Oversee the implementation of the WSP to ensure the effective and proper application of training interventions as per WSP
- Perform PMS related activities to determine productivity.

LABOUR RELATIONS OFFICER

R205 034.28 Per Annum excluding Benefits T11

Requirements

- A National Diploma in Labour Relations/Industrial Relations or equivalent
- 3 years relevant experience in municipal environment will serve as an advantage
- A code EB Drivers license
- Good interpersonal and communication skills
- Computer literacy
- Good negotiation and conflict handling skills
- The ability to interpret labour relations legislation and collective agreements

Bilingual, with the ability to speak/write two languages of the Northern Cape

Duties

- Co-ordinate external labour disputes
- Act as employer to representative in disciplinary enquiries
- Serve as advisor to Management on labour matters
- Facilitate grievance procedures
- Manage disciplinary offences
- Manage incapacity
- Co-ordinate and facilitate labour relations training
- Co-ordinate the functioning of a local labour forum
- Implement and maintain a strike contingency plan
- Administrate labour relations
- Handle enquiries and correspondence from personnel, unions and the Workmen's Compensation Commissioner

DEPUTY DIRECTOR: CHIEF FINANCIAL OFFICER

REMUNERATION: R585 849.17 per annum Excluding benefits

Requirements

- Degree in Finance or Accounting at the specified NQF level determined by National Treasury, a Post Graduate qualification will be added advantage.
- Valid Driver's License

- Management skills
- Good Communication skills, interpersonal and writing skills
- Computer literacy
- 6 years practical experience in Management and in public sector financing and ability to compile financial statements.

Duties

- Day to day operation of finance department- to enable the compilation of Annual and monthly financial statements and compliance to MFMA
- Preparation of financial statements- as required in terms of the MFMA in accordance to accepted accounting practices
- Compliance to MFMA – ensure compliance to the MFMA management calendar
- Management of income section –that the billing system is kept up to date and that consumer accounts is formulate accurately and dispatched on the deadline approves by Council.
- Management of expenditure section – that all general ledger accounts are reconciled on time and that the cash book and bank statements are reconciled monthly.
- System maintenance – ensure that the integrity and safety of the financial operating system is maintained at all times.
- Reporting – that reports are submitted pertaining to monthly expenditure, monthly creditors reports, debt collection, indigent, cash flow, funds, reserves and investments, insurance claims and losses.
- Audit preparation – to facilitate the Annual Audit by the Auditor General.
- To ensure that all insurance losses are recovered.
- Asset Management – ensure effective management and control of all municipal assets.
- Ensure the effective management of available investments.
- Ensure the effective management of all policies and by-laws.
- The effective human resource management of income and expenditure section by monitoring the implementation of the disciplinary and grievance code.
- Attend all essential meetings
- Ensure the sustainable implementation of PMS.
- Carry out any unspecified financial duties as designated by the CFO.