

# PHOKWANE LOCAL MUNICIPALITY



**Phokwane Local Municipality in Hartswater, Northern Cape, invites applications from suitably qualified candidates to fill the following vacant positions within its establishment**

**POSITION** : **Municipal Manager**  
**REFERENCE** : **01/21**  
**CENTRE** : **Hartswater, Northern Cape**

**A. Annual Total Remuneration Package:**

Total annual remuneration package of R988, 264 – (minimum), R1, 110, 409 - (midpoint), R1, 232, 554 (maximum). A Remote Allowance not exceeding 4 % of the Total Annual Remuneration Package may also be payable.

**B. Term of Appointment:**

Fixed term contract for a period not exceeding one year after the 2021 Local government elections.

**C. Minimum Requirements:**

- Bachelor's Degree in Public Administration / Political Sciences/ Social Sciences/ Law or equivalent.
- 5 years relevant experience at senior management level, with proven leadership in transforming the Institution from poor audit outcomes to good audit outcomes
- Certificate in Municipal Finance (NQF 6)
- Advanced knowledge and understanding of local government legislation
- Advanced knowledge and understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation systems
- Functional knowledge of municipal financial management & financial governance
- Knowledge and understanding of Audit and Risk management systems and operations thereof
- Sound visionary, strong leadership and management skills, strategic thinking and decision-making abilities
- A clear understanding of the developmental challenges facing local government
- The proven ability to liaise and interact with individuals, role players and agencies on a senior level in all three spheres of government
- The ability to integrate service delivery in the context of the council's IDP and oversee the related budget and implementation
- Functional computer skills, covering all computer platforms in the SA market
- A valid driver's licence

**D. Key Performance Areas (KPA):**

- Responsible for the general performance of the municipality

- Manage and direct the administrative and operational aspects of the municipality to ensure that the strategic objectives are achieved
- Ensure compliance with the functions of a municipal manager as set out in applicable legislations in general on one hand and Municipal Systems Act, 2000 and Municipal Finance Management Act, 2003 on the other
- Provide ethical and ethical leadership and management to achieve the vision of the municipality
- Development and management of an economically effective, accountable administration which is equipped to implement the municipal IDP
- Operate in accordance with the Municipal Performance management system
- Account for all income and expenditure, assets, liabilities in compliance with the municipal finance management related legislation
- Manage the provision of services to the local community in a sustainable and equitable manner
- Responsible for staff recruitment and promotion of sound labour relations
- Advice the municipal council
- Responsible for the administration of the municipal policies, procedures, by laws and relevant legislation

**DEPARTMENT** : **Budget & Treasury**  
**POSITION** : **Chief Financial Officer (Contract appointment)**  
**LEVEL** : **Manager Directly Reporting to the Municipal Manager**  
**REFERENCE** : **02/21**  
**CENTRE** : **Hartswater, Northern Cape**

**A. Annual Total Remuneration Package:**

Total annual remuneration package of R811, 416 (minimum), R911,704 (midpoint) to R1, 011,991 (maximum). A Remote Allowance not exceeding 4 % of the Total Annual Remuneration Package may also be payable.

**B. Term of Appointment:**

Fixed 5 year contract

**C. Minimum Requirements:**

- Bachelor's degree in accounting, auditing or similar qualification registered on the National Qualifications Framework at NQF level 6. A higher related qualification will be an advantage.
- 5 year relevant experience, at middle management or senior management in local government or a related field
- Certificate in Municipal Finance (NQF 6)
- Good computer skills, covering all computer platforms in the SA market
- Knowledge and experience of financial management systems
- Registration with relevant professional body will be an advantage
- A valid code B driver's license
- Advanced and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegation of powers
- Understanding of Good governance
- Knowledge and understanding of Audit and Risk management systems and operations thereof

- Ability and record of transformational leadership in improving operations and audit outcomes of the Institution
- Advance knowledge and skills of municipal finance management, budgeting and reporting
- Good knowledge of supply chain management legislations & regulations
- Advance knowledge and operations of the MFMA (including MFMA Regulations), GRAP, GAMAP, DORA, Treasury regulations,
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

**D. Key Performance Areas (KPA's):**

- Provides strategic financial management direction, advice and leadership to the Budget and Treasury Directorate and the Local Municipality
- Ensure the provision of an effective financial management service by implementing and maintaining an effective financial management service in line with applicable policies, procedure, standards, practices, anti- corruption measures
- Render an effective accounting service within the municipality
- Ensure planning that is consistent with the MTEF, MFMA and Treasury Regulations
- Develop and maintain effective revenue collection system that are consistent with the applicable legislation
- Ensure an effective system of expenditure management
- Support and advise the Accounting Officer and other senior managers in the execution of their functions on finance related matters
- Oversee and lead the budgeting process in compliance with National Treasury guidelines
- Preparation of statutory reports including Annual Financial Statements and Annual Report
- Compile and manage the Municipality's Annual Capital and Operating Budget
- Provision of management consultancy to other line managers on financial management & budgeting

**DEPARTMENT** : **Community Services**  
**POSITION** : **Director Community Services**  
**LEVEL** : **Manager Directly Reporting to the Municipal Manager**  
**REFERENCE** : **03/19**  
**CENTRE** : **Hartswater, Northern Cape**

**E. Annual Total Remuneration Package:**

Total annual remuneration package of R811, 416 (minimum), R911,704 (midpoint) to R1, 011,991 (maximum). A Remote Allowance not exceeding 4 % of the Total Annual Remuneration Package may also be payable.

**F. Term of Appointment:**

Fixed 5 year contract

**G. Minimum Requirements:**

- Bachelor Degree in Social Science / Public Administration / Law or equivalent.
- 5 year relevant experience at middle or senior management level in local government or a related field
- Certificate in Municipal Finance (NQF 6)
- Registration with a recognised relevant professional body will be an added advantage
- In-depth knowledge of local government legislation
- A sound knowledge of and exposure to, local government and its operations
- Sound knowledge of budget and financial management

- Sound visionary, strong leadership and management skills, strategic thinking and decision-making abilities
- Excellent communication skills (verbal and written)
- A clear understanding of the developmental challenges facing local government
- The proven ability to liaise and interact with individuals, role players and agencies on a senior level in all three spheres of government
- The ability to develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the municipality
- The ability to integrate service delivery in the context of the council's IDP and oversee the related budget and implementation
- A track record of leading change management initiatives
- Functional computer skills, covering all computer platforms in the SA market
- Driver's licence

**H. Key Performance Areas (KPA):**

- Lead and direct the provision of Traffic and Community Safety; Fire and Rescue; Disaster Management; Library services, Spatial Development and Planning, Building Regulations, Solid Waste Management; Parks and Recreation and Cemeteries to the community in a sustainable and equitable manner
- Develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the Municipality
- Integrate service delivery in the context of the Council's IDP and oversee implementation
- Manage the directorate budget planning, implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan
- Providing advice and support to Council, the Municipal Manager and other office bearers on all functions of the Directorate

**DEPARTMENT** : **Technical Services**  
**POSITION** : **Director Technical Services (contract appointment)**  
**LEVEL** : **Manager Directly Reporting to the Municipal Manager**  
**REFERENCE** : **04/19**  
**CENTRE** : **Hartswater, Northern Cape**

**A. Annual Total Remuneration Package:**

Total annual remuneration package of R811, 416 (minimum), R911,704 (midpoint) to R1, 011,991 (maximum). A Remote Allowance not exceeding 4 % of the Total Annual Remuneration Package may also be payable.

**B. Term of Appointment:**

Fixed 5 year contract

**C. Essential and Non-Negotiable Requirements:**

- Bachelor's Degree in Civil Engineering or equivalent qualification
- 5 year relevant experience, at middle or senior management level in local government or a related engineering field
- Certificate in Municipal Finance (NQF 6)
- A valid driver's license
- Registration with ECSA or recognised engineering professional body will be an advantage
- Excellent knowledge of statutory requirements in local government
- Good communication and facilitation skills
- A clear understanding of the developmental challenges facing local government

- The proven ability to liaise and interact with individuals, role players and agencies on a senior level in all three spheres of government
- The ability to develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the municipality
- The ability to integrate service delivery in the context of the council's IDP and oversee the related budget and implementation
- A track record of civil engineering operations and management
- Project management skills
- Functional computer skills, covering all computer platforms in the SA market
- Driver's licence

**D. Key Performance Areas (KPA's):**

- Lead and direct the provision of bulk service provision, master planning, housing, road, electricity, construction and building maintenance, water management and sanitation to the community in a sustainable and equitable manner
- Lead in project management
- Develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the Municipality
- Integrate service delivery in the context of the Council's IDP and oversee implementation
- Manage the directorate budget planning, implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan
- Providing advice and support to Council, the Municipal Manager and other office bearers on all functions of the Directorate

**NB: Please Note:**

- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interests;
- If no communication has been received from us within two (2) months after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be required to enter into an employment contract and a performance agreement on an annual basis

Applications must include a Detailed Curriculum Vitae, recently certified copies of qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and must be addressed to and emailed to the two following email addresses (no application may be either hand-delivered or faxed or posted) no late application shall be considered.

**The Administrator**

**Att: B. Ndwandwe**

**Phokwane Local Municipality**

**24 Hertzog Street**

**Hartswater**

[Pule@phokwane.gov.za](mailto:Pule@phokwane.gov.za)

[dekokck@phokwane.gov.za](mailto:dekokck@phokwane.gov.za)

Enquiries may be directed to Mr B. Ndwandwe at 053 474 9700 during office hours between 08:00 – 16:00; and ask for Secretary in Municipal Manager's Office

**Closing Date: 05 March 2021 at 12h00**

***Phokwane Local Municipality is an equal opportunity and affirmative action employer.***