



# HARRY GWALA DISTRICT MUNICIPALITY

Harry Gwala District Municipality, situated at 40 Main Street Ixopo, within the Province of KwaZulu-Natal, invites applications from suitably qualified dynamic and mature candidates whose background and experience match this challenging and exciting positions.

## OFFICE OF THE MUNICIPAL MANAGER

### MUNICIPAL MANAGER

(5-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT)

Total Remuneration Package Per Annum (all inclusive):

Minimum: R1 067 587.00 - Midpoint: R1 227 113.00 - Maximum R1 386 637.00

The appointment to the position of the Municipal Manager will be on a fixed-term performance-based contract in terms of Section 54A, 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations of 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007. Successful candidates will be required to sign an employment contract, performance agreement and disclosure of financial interest and shall be subjected to a security vetting.

**Requirements:** • A Bachelor degree (NQF Level 7) in Public Administration/Political Sciences/Social Sciences/ Law or relevant qualification • Five (5) years' relevant experience at a senior management level • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or attainment of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels of 2007 • A proven record of successful institutional transformation within the public or private sector • A valid Code B driver's licence.

**Key performance areas:** • As the Head of Administration and the Accounting Officer, you will be responsible for the overall management of the Municipality in order to ensure the efficient and effective provisioning of services, promoting of economic growth, facilitation of social and economic development and long-term sustainability of the Municipality • Be able to transform the organization into becoming one that is developmentally focused, inform and develop an economical, effective, efficient and accountable administration • Operate in accordance with the Municipal Performance Management System • Be responsive to the needs of the local community • Manage the administration in accordance with the Municipal Systems Act, as amended and other applicable legislation • Implement an Integrated Development Plan and monitor its progress • Manage the utilization and training of staff, maintain staff discipline and promote sound labour relations and applicable compliance with labour legislation and the SALGBC collective agreements • Advise political structures and office-bearers, manage communication between them and administer and carry out their decisions • Administer and implement by-laws and other legislation, exercise powers and perform duties delegated to the Municipal Manager by Council or delegating authority • Implement applicable National and Provincial legislation • Render support to the Office of the Mayor, Speaker, Chief Whip and also perform other functions assigned by the Council.

**Knowledge:** • Advanced knowledge and understanding of relevant policy and legislation • Advanced understanding of institutional governance systems and performance management • Advanced understanding of Council operations and the delegation of powers • Good governance • Audit and risk management establishment and functionality • Budget and finance management. **Leading competencies:** • Strategic direction and leadership • People management • Program and project management • Financial management • Change management leadership • Governance leadership. **Core competencies:** • Moral competence • Planning and organising • Analysis and innovation • Knowledge and information management • Communication • Results and quality focus.

**All enquiries for the position of the Municipal Manager should be directed to:** The Mayor of Harry Gwala District Municipality, on tel. (039) 834 8736/8700 or Human Resource on (039) 834 5504/8756/8700.

## BUDGET AND TREASURY OFFICE

### CHIEF FINANCIAL OFFICER

(5-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT)

Total Remuneration Package Per Annum (all inclusive):

Minimum: R894 447.00 - Midpoint: R1 022 226.00 - Maximum R1 133 463.00

Appointment to the position of the Chief Financial Officer will be on a fixed-term performance-based contract in terms of Section 54A, 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007. Successful candidates will be required to sign an employment contract, performance agreement and disclosure of financial interest and shall be subjected to a security vetting.

**Requirements:** • A Bachelor degree (NQF Level 7) in Accounting/Finance/Economics or relevant qualification • A minimum of seven (7) years' experience at senior and middle management levels, of which at least two (2) years' must be at senior management level • A proven record of accomplishment at a Management level in Local Government Finance • Extensive and practical experience in the Local Government financial environment • Demonstrate practical experience with the implementation of the Municipal Finance Management Act, Treasury Regulations, Supply Chain Management and other related legislation governing Local Government • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or attaining the qualification within a reasonable time-frame in terms of Municipal Regulations on Minimum Competency Levels of 2007 • A valid Code B driver's licence.

**Key performance areas:** Reporting directly to the Accounting Officer, the incumbent shall be expected to: • Ensure the implementation of General Accounting Practice (GRAP) Standards • Provide strategic leadership in the Budget and Treasury Office of the Municipality • Develop and continuously evaluate short- and long-term strategic financial objectives and ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of Government • Ensure effective and efficient management and control of municipal bank accounts and investment of surplus funds • Ensure credibility of finance reporting by providing timely and accurate analysis of budget, financial trends and forecast • Meet reporting requirements as required in terms of financial management legislation such as the MFMA, Treasury Regulations and the DORA • Monitor financial risks and implement an anti-fraud and corruption strategy in collaboration with risk management • Ensure effective functioning of financial budgeting, financial accounting, financial analysis and financial reporting systems • Compile budget estimates, monthly forecasts, project planning and produce adjusted cash flows • Provide support during the preparation of the Municipality's IDP and SDBIP's to ensure effective and efficient performance • Develop tools and systems to provide critical and operational information to the Management of the Municipality and make actionable recommendations on both strategic and operational issues • Formulate creative solutions to enhance cost effectiveness in the delivery of services and the administration of the Municipality • Liaise with relevant role-players in the financial environment regarding transverse financial matters • Manage all resources assigned to the incumbent and provide exemplary leadership towards a culture of Corporate Governance and Ethics • Be responsible for Financial Performance Management Reporting, Municipal Supply Chain Management, Internal and External Audit and Accountability • Assist the Accounting Officer with other roles and responsibilities delegated to the CFO position in terms of the relevant legislation.

**Leading competencies** • Strategic direction and leadership • People management • Program and project management • Financial management • Change leadership • Governance leadership. **Core Competencies:** • Strategic leadership and management • Strategic financial management • Operational financial management • Governance, ethics and values in financial management • Financial and performance reporting • Risk and change management • Project management • Legislation, policy and implementation • Stakeholder relations • Supply Chain Management • Audit and assurance • Revenue enhancement and collection • Asset management. **Knowledge:** • Advanced knowledge 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 • Good governance • Audit and risk management establishment and functionality • Budget and finance management • Ability to be an innovative and strategic leader • Good facilitation and communication skills in at least two official languages.

## INFRASTRUCTURE SERVICES

### EXECUTIVE DIRECTOR: INFRASTRUCTURE SERVICES

(5-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT)

Total Remuneration Package Per Annum (all inclusive):

Minimum: R894 447.00 - Midpoint: R1 022 226.00 - Maximum R1 133 463.00

Appointment to the position of the Executive Director: Infrastructure Services will be on a fixed-term performance-based contract in terms of Section 54A, 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007. Successful candidates will be required to sign an employment contract, performance agreement and disclosure of financial interest and shall be subjected to a security vetting.

**Requirements:** • A Bachelor of Science Degree (NQF Level 7) in Engineering/BTech: Engineering; or relevant qualification • Five (5) years' experience at middle management level, or as Programme / Project Manager • Three to four (3-4) years' must be at professional/management level in engineering • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or the attaining of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007 • A valid Code B driver's licence • A certificate of competency as required in terms of the General Machinery Regulations of 1988 will be an added advantage • Registration with a recognised engineering professional body will be an added advantage.

**Key performance areas:** Reporting directly to the Accounting Officer, the incumbent shall be expected to: • Provide strategic leadership in the Infrastructure Services Department of the Municipality • Develop and continuously evaluate short- and long-term strategic financial objectives and ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of Government • Assist the Accounting Officer with other roles and responsibilities delegated to the Executive Director: Infrastructure Services position in terms of relevant legislation • Provide overall management of: • Project Management • Municipal Infrastructure Development • Road Construction Management • Civil Engineering Construction • Capital Project Management • Management of the Municipal Infrastructure Grants • Community Engineering Project Management.

**Leading competencies** • Strategic direction and leadership • People management • Program and project management • Financial management • Change leadership • Governance leadership. **Core Competencies:** • Moral competence • Planning and organising • Analysis and innovation • Knowledge and information management • Communication • Results and quality focus. **Knowledge:** • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Must have extensive knowledge of public office environment • Must be able to formulate engineering master planning, project management and implementation • Good knowledge and understanding of Public Works and Basic Services and Technical Services including: • Project Management • Municipal Infrastructure Development • Road Construction Management • Civil Engineering Construction • Capital Project Management • Capital Water Project Management • Management of the Municipal Infrastructure Grant • Community Engineering Project Management • Water and Sanitation Development Planning • Municipal Facilities Management and Maintenance • Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 • Good Governance.

## CORPORATE SERVICES

### EXECUTIVE DIRECTOR: CORPORATE SERVICES

(5-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT)

Total Remuneration Package Per Annum (all inclusive):

Minimum: R894 447.00 - Midpoint: R1 022 226.00 - Maximum R1 133 463.00

Appointment to the position of the Executive Director: Corporate Services will be on a fixed-term performance-based contract in terms of Section 54A, 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007. Successful candidates will be required to sign an employment contract, performance agreement and disclosure of financial interest and shall be subjected to a security vetting.

**Requirements:** • A Bachelor Degree (NQF Level 7) in Public Administration/Management Sciences or relevant qualification • Five (5) years' experience at middle management level • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or attaining of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007 • Have a proven successful management experience in administration • A valid Code B driver's licence.

**Key performance areas:** Reporting directly to the Accounting Officer, the incumbent shall be expected to: • Provide strategic leadership in the Corporate Support Services department of the Municipality • Develop and continuously evaluate short- and long-term strategic financial objectives and ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of Government • Provide administration and support services to Council and its Committees • Ensure that municipal information is secured • Management of municipal fleet • Facilities and security management • Provide technical assistance during the annual review of the organizational structure • Provide strategic human resource to the Accounting Officer and Senior Managers • Assist the Accounting Officer with other roles and responsibilities delegated to the Executive Director: Corporate Services position in terms of relevant legislation • Provide overall management of: • Human Capital Management • Administration and Support • Information Communication and Technology • Labour Relations • Municipal Security Services.

**Leading competencies** • Strategic direction and leadership • People management • Program and project management • Financial management • Change leadership • Governance leadership. **Core Competencies:** • Moral competence • Planning and organising • Analysis and innovation • Knowledge and information management • Communication • Results and quality focus. **Knowledge:** • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Good knowledge of corporate support services, including: • Human Capital Management • Facilities Management • Council Support • Information Communication and Technology • Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 • Good Governance • Labour Relations Act and other related prescripts • Legal background and human capital management • Knowledge of coordination and oversight of all specialised support functions • Good facilitation and communication skills in at least two official languages.

## SOCIAL SERVICES AND DEVELOPMENT PLANNING

### EXECUTIVE DIRECTOR: SOCIAL SERVICES AND DEVELOPMENT PLANNING

(5-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT)

Total Remuneration Package Per Annum (all inclusive):

Minimum: R894 447.00 - Midpoint: R1 022 226.00 - Maximum R1 133 463.00

Appointment to the position of the Executive Director: Social Services and Development Planning will be on a fixed-term performance-based contract in terms of Section 54A, 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007. Successful candidates will be required to sign an employment contract, performance agreement and disclosure of financial interest and shall be subjected to a security vetting.

**Requirements:** • A Bachelor degree (NQF Level 7) in Social Sciences/Public Administration or relevant qualification • Five (5) years' experience at middle management level • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or attaining of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007 • Have proven successful institutional transformation within the public or private sector • A valid Code B driver's licence • Registration with the South African Council for Social Service Professionals (SACSSP) or a similar recognised relevant professional body will be an added advantage.

**Key performance areas:** Reporting directly to the Accounting Officer, the incumbent shall be expected to: • Provide strategic leadership in the Social Services and Development Planning Department of the Municipality • Develop and continuously evaluate short- and long-term strategic financial objectives and ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of Government • Prepare the Municipality's IDP and SDBIP's to ensure effective and efficient performance • Manage the Social and Development Planning Department by implementing the departmental performance plan • Manage departmental cross-cutting issues on a day-to-day basis and co-ordinate operational activities effectively • Ensure the implementation of strategic priorities identified by Council • Assist the Accounting Officer with other roles and responsibilities delegated to the Executive Director: Social Services and Development Planning position in terms of relevant legislation • Provide overall management of: • Organisational Performance Management • Health Services Management • Public Safety Management • Disaster Management • Rural and Urban Development Planning • Integrated Development Planning • Sports, Cultural, Youth, Gender, Disability and other Community Sectoral issues • Operation Sukuma Sakhe (OSS).

**Leading competencies** • Strategic direction and leadership • People management • Program and project management • Financial management • Change leadership • Governance leadership. **Core Competencies:** • Moral competence • Planning and organising • Analysis and innovation • Knowledge and information management • Communication • Results and quality focus. **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 • Public Safety Management • Disaster Management • Rural and Urban Development Planning • Integrated Development Planning • Organisational Performance Management • Sports, Cultural, Youth, Gender, Disability and other Community Sectoral issues • Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 • Good Governance • Knowledge of geographical information systems • Knowledge of spatial, town and development planning.

## WATER SERVICES

### EXECUTIVE DIRECTOR: WATER SERVICES

(5-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT)

Total Remuneration Package Per Annum (all inclusive):

Minimum: R894 447.00 - Midpoint: R1 022 226.00 - Maximum R1 133 463.00

Appointment to the position of the Executive Director: Water Services will be on a fixed-term performance-based contract in terms of Section 54A, 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007. Successful candidates will be required to sign an employment contract, performance agreement and disclosure of financial interest and shall be subjected to a security vetting.

**Requirements:** • A Bachelor of Science degree (NQF Level 7) in Engineering/B.Tech: Engineering or relevant qualification • Five (5) years' experience at middle management level, or as a Programme/Project Manager • Three to four (3-4) years' must be at professional/management level in engineering • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or the attaining of the qualification within a reasonable time-frame in terms of the Municipal Regulations on Minimum Competency Levels, 2007 • A valid Code B driver's licence • A certificate of competency as required in terms of the General Machinery Regulations of 1988 will be an added advantage • Registration with a recognised engineering professional body will be an added advantage.

**Key performance areas:** Reporting directly to the Accounting Officer, the incumbent shall be expected to: • Provide strategic leadership in the Water Services Department of the Municipality • Develop and continuously evaluate short- and long-term strategic financial objectives and ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of government • Plan, organize, co-ordinate and control of all activities of staff in the Water Services Department • Monitor and render water and sanitation programmes and ensuring that there is conformity to legislation • Ensure effective planning, research and design of water and sanitation infrastructure • Ensure effective and efficient customer services within the municipality • Provide specialised technical input into long term plans such as the Integrated Development Plan (IDP) and the Water Services Development Plan. (WSDP) • Develop, monitor and enforce the implementation of water by-laws and policies • Monitor all Water Demand Management activities • Compile and manage the operational budget • Assist the Accounting Officer with other roles and responsibilities delegated to the Executive Director: Water Services position in terms of relevant legislation • Provide overall management of: • All relevant Water Services Authority and Provider Legislation and Regulations • Water Reticulation Management • Water Governance • Water and Waste Water Process Management • Water and Sanitation Planning • Project Management • Municipal Infrastructure Development • Civil Engineering Construction • Capital Project Management • Municipal Infrastructure Grants • Implementation of the roll-out of VIP toilets • Refurbishment of water schemes.

**Leading competencies** • Strategic direction and leadership • People management • Program and project management • Financial management • Change leadership • Governance leadership. **Core Competencies:** • Moral competence • Planning and organising • Analysis and innovation • Knowledge and information management • Communication • Results and quality focus. **Knowledge:** • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Must have extensive knowledge of the public office environment • Must be able to formulate engineering master planning, project management and implementation • Good knowledge and understanding of Water and Sanitation, including: • All relevant Water Services Authority and Provider Legislation and Regulations • Water Reticulation Management • Water Governance • Water and Waste Water Process Management • Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 • Good Governance.

#### FOR ALL THE POSTS:

**Enquiries should be directed to:** The Human Resource on (039) 834 5504 / 8756 / 8700. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed application form, which can be found on our website [www.harrygwala.gov.za](http://www.harrygwala.gov.za) accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, identity document and driver's license must be addressed to: **The Municipal Manager for attention: Mrs P.P. Cele, Senior Manager: Human Resource Management, Harry Gwala District Municipality, Private Bag X501, IXOPO, 3276, or can be hand delivered at 40 Main Street, IXOPO, 3276, to reach us no later than 15H00, 03 JUNE 2022.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**NB:** Canvassing with Councillors or Management will lead to an immediate disqualification. The Harry Gwala District Municipality subscribes to the National Equity Strategy. The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidate could be found.

**NB:** All applications must be submitted using the Harry Gwala District Municipality application form and failure to do so will lead to a disqualification.

**MRS A.N. DLAMINI: MUNICIPAL MANAGER**