

CITY OF MATLOSANA - SENIOR MANAGERS (Re-advertisement)

Please note that applicants who previous applied do not need to re-apply

The following apply to all 6 positions to be advertised:

- Term of Contract: Permanent.
- Stationed in Klerksdorp
- Remuneration: Total remuneration package will be in terms of Government Gazette No. 48789+ dated 14 June 2023, (i.e. Minimum R1 242 662; Midpoint R1 479 361 and Maximum R1 669 319 / annum).
- General Requirements:
 - Minimum competency level in the unit standards in a competency area required for the position in terms of the Regulations, in line with the Local Government: Municipal Regulations on Minimum Competency Level, 2007, as amended on 26 October 2018.
 - Two years relevant experience at senior management level,
 - Five years relevant experience at middle management level,
 - Have proven successful management experience in administration
 - Registration with professional body
 - The need for signing of an employment contract, a performance agreement and disclosure of financial interest
 - The need to undergo security vetting
 - The need to undergo competency assessment test
 - Valid EB driver's licence and **NO** criminal record
 - Local Government experience will be added advantage
- Leading Competencies
 - Strategic Direction and Leadership - Impact and Influence; Institutional Performance Management; Strategic Planning and Management and Organisational Awareness
 - People Management - Human Capital Planning and Development; Diversity Management; Employee Relations Management and Negotiation and Dispute Management
 - Program and Project Management - Program and Project Planning and Implementation; Service Delivery Management; Program and Project Monitoring and Evaluation
 - Financial Management - Budget Planning and Execution; Financial Strategy and Delivery and Financial Reporting and Monitoring
 - Change Leadership - Change Vision and Strategy; Process Design and Improvement and Change Impact Monitoring and Evaluation
 - Governance Leadership - Policy Formulation; Risk and Compliance Management and Cooperative Governance
- Core Competencies
 - Moral Competence
 - Planning and Organising
 - Analysis and Innovation
 - Knowledge and Information Management
 - Communication
 - Results and Quality Focus

The following 6 positions are vacant in the City of Matlosana:

1. DIRECTOR CORPORATE SUPPORT

Higher Education Qualification

- At least a **Post Graduate Degree in Public Administration/ Management Sciences/ Law** or relevant qualification registered on the National Qualifications Framework at NQF Level 8

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
- Advanced knowledge of corporate support services, including:
 - Human capital management
 - Legal services
 - Facilities management
 - Information communication technology and
 - Council support
 - Labour Relations Act, and other labour related prescripts
 - Legal background and Human capital management and
 - Knowledge of coordination and oversight of all specialised support functions
 - Good governance
 - Audit and Risk management establishment and functionality and
 - Budget and finance management
 - Ability to be an innovative and strategic leader.
 - Good facilitation and communication skills in at least two of the three official languages

Key Performance Areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Administration
 - Information Technology
 - Human Resources
 - Labour Relations
 - EAP
 - Occupational Health and Safety
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
- Directorate's human resource development and management and supervision of departmental staff including industrial relations
- Communicate effectively with all persons and organizations concerned
- Attending and implementing Council and Mayoral Committee meetings and submitting reports
- Reports directly to the Municipal Manager

2. DIRECTOR COMMUNITY DEVELOPMENT

Higher Education Qualification

- At least a **Post Graduate Degree in Social Sciences/ Public Administration / Law** or relevant qualification registered on the National Qualifications Framework at NQF Level 8

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
- Advanced knowledge of knowledge of community development services, including:
 - Civil facilities
 - Waste Management
 - Integrated Environmental Management Community Facilities (Parks & Cemeteries)
- Council support
- Labour Relations Act, and other labour related prescripts
- Legal background and Human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Good governance
- Audit and Risk management establishment and functionality and
- Budget and finance management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

Key Performance Areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Civil facilities
 - Waste Management
 - Integrated Environmental Management Community Facilities (Parks & Cemeteries)
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
- Directorate's human resource development and management and supervision of departmental staff including industrial relations
- Communicate effectively with all persons and organizations concerned
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- Reports directly to the Municipal Manager

3. DIRECTOR PUBLIC SAFETY

Higher Education Qualification

At least a **Post Graduate Degree in Social Sciences/ Public Administration / Law** or relevant qualification registered on the National Qualifications Framework at NQF Level 8

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
- Advanced knowledge of knowledge of public safety services, including:
 - Law Enforcement and Security
 - Licensing and Testing
 - Emergency and Disaster Management
 - Traffic Services
- Council support
- Labour Relations Act, and other labour related prescripts
- Legal background and Human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Good governance
- Audit and Risk management establishment and functionality and
- Budget and finance management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

Key Performance Areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Law Enforcement and Security
 - Licensing and Testing
 - Emergency and Disaster Management
 - Traffic Services
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
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4. DIRECTOR TECHNICAL AND INFRASTRUCTURE

Higher Education Qualification

At least a **Post Graduate Degree in BSc Engineering / B Engineering / B. Tech Engineering;** or relevant qualification registered on the National Qualifications Framework at NQF Level 8

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
- Advanced knowledge of knowledge public office environment, including:
 - Water
 - Sanitation
 - Mechanical Engineering
 - Electrical Distribution
 - Roads and Storm-water
- Council support
- Labour Relations Act, and other labour related prescripts
- Legal background and Human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Good governance
- Audit and Risk management establishment and functionality and
- Budget and finance management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

Key Performance Areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Water
 - Sanitation
 - Mechanical Engineering
 - Electrical Distribution
 - Roads and Storm-water
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
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5. DIRECTOR LOCAL ECONOMIC DEVELOPMENT

Higher Education Qualification

At least a **Post Graduate Degree in Tourism / Economics / Econometrics / Local Economic Development** or relevant qualification registered on the National Qualifications Framework at NQF Level 8

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
- Advanced knowledge of knowledge local economic development, including:
 - Rural Development
 - Tourism
 - Enterprise Development
 - Fresh Produce Market
- Council support
- Labour Relations Act, and other labour related prescripts
- Legal background and Human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Good governance
- Audit and Risk management establishment and functionality and
- Budget and finance management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

Key Performance Areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Rural Development
 - Tourism
 - Enterprise Development
 - Fresh Produce Market
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
- Development and implementation of directorate's Service Delivery and Budget Implementation Plan
- Maintenance of directorate's performance management system and annual reporting
- Directorate's human resource development and management and supervision of departmental staff including industrial relations
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CLOSING DATE: 21 AUGUST 2023

1. DIRECTOR PLANNING AND HUMAN SETTLEMENTS

Higher Education Qualification

At least a **Post Graduate Degree in Building Science/ Architect / Bachelor Degree in Town and Regional Planning or Development Studies** or relevant qualification registered on the National Qualifications Framework at NQF Level 8 as per regulation 4(b)(ii)

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
- Advanced knowledge of knowledge human settlements environment, including:
 - Housing provision
 - Building control and regulations
 - Estate administration and land sales
 - Development planning / town planning
- Council support
- Labour Relations Act, and other labour related prescripts
- Legal background and Human capital management and
- Knowledge of coordination and oversight of all specialised support functions
- Good governance
- Audit and Risk management establishment and functionality and
- Budget and finance management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

Key Performance Areas

- Plan, direct and manage directorial functions of the directorate effectively and efficiently
- Manage the following units:
 - Housing provision
 - Building control and regulations
 - Estate administration and land sales
 - Development planning / town planning
- Implement Council resolutions in timely manner and follow up on directions given
- Formulating and implementation of the directorate's Integrated Development Planning
- Directorate's budget preparation and management
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CLOSING DATE: 1 SEPTEMBER 2023

If interested, you are requested to submit a completed **Prescribed Application Form** and detailed **Curriculum Vitae** to the Performance Management Unit, Room 301, 3rd Floor, Civic Centre, OR Tambo Avenue, Klerksdorp. The prescribed application form is available on Matlosana's municipal website (www.matlosana.gov.za)

Alternatively, the completed **Prescribed Application Form** and **Curriculum Vitae** may be mailed to: Performance Management Unit, P.O. Box 99, Klerksdorp, 2570 or e-mailed to cvanrensborg@klerksdorp.org

Enquiries can be made with Ms C Jansen van Rensburg (Performance Manager) at 018 487 8520.

If you have not been contacted by the City of Matlosana within three months of the date of closure, you may accept that your application has been unsuccessful.

Applications not made on the PRESCRIBED APPLICATION FORM or without originally certified copies of original documentation and other relevant documents will not be considered.

Costs incurred for security vetting, competency assessment test and attending an interview will be for the candidate's own account.

Civic Centre
P.O. Box 99
KLERKSDORP
2570
Notice No.
(5/2/1)

MS LESEGO SEAMETSO
MUNICIPAL MANAGER

3 August 2023