



Mopani District
Municipality

MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION AS THE FOOD BASKET OF SOUTHERN AFRICA AND THE TOURISM DESTINATION OF CHOICE.

APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

DIRECTORATE: BUDGET AND TREASURY

POST: CHIEF FINANCIAL OFFICER (Performance Based Contract).

REMUNERATION: Negotiable.

The Contract period is in line with Section 57 (6) (a) of the Municipal Systems Act which does not exceed a period ending one year after the election of the next council of the municipality. The remuneration package will be as follows: R 993 163.62 – R1,148 164.79 - R 1,303 168.08 per annum (The offer of remuneration will be determined by competency and current salary earnings read together with the guidelines as set out in Notice 1224 published in Government Gazette No. 42023 dated 08 November 2018).

MINIMUM REQUIREMENTS: Grade 12 Certificate. At least a Post Graduate Degree or qualification in the fields of Accounting, Finance, or Economics registered on the National Qualifications Framework at NQF level 8 with a minimum of 120 credits or Chartered Accountant (SA). A minimum of seven (07) years' experience at middle management level of which two (02) years must have been at senior management level. A proven ability to communicate, operate in all spheres at all levels of government and also at community level. Project management skills. A qualification related to the National Treasury Competency Requirements for Senior Officials, e.g. CPMD/MFMP/ELMDP will be an added advantage. Computer literacy in Word, Excel and Windows programs. A code ED Driver's license is essential. Further note that all shortlisted applicants will be subjected to security vetting clearance, information verification and there will be a need for signing of employment contract, a performance agreement and disclosure of financial interest.

KEY PERFORMANCE AREAS: Leading and directing the Budget and Treasury. To ensure that Municipality is provided with an effective support service regarding financial management. Advising the Accounting Officer on exercising powers and duties assigned to the Accounting Officer in terms of the MFMA 56 of 2003. Assist the Accounting Officer in the administration of the Municipality's bank accounts and in preparation & implementation of the Municipal budget. Performing other tasks v/s budgeting, accounting, analysis, financial reporting, cash financial management, directing, developing, monitoring & maintaining systems, policies, procedures and process to ensure health financial operations and practices. Developing and implementing organizational vision and strategy. Accountable to the Accounting Officer.

MANAGER: OFFICE OF THE EXECUTIVE MAYOR. (PL 2)

REMUNERATION: R725 152.94 per annum, plus housing subsidy, UIF, Car allowance, Medical aid and pension benefit.

MINIMUM REQUIREMENTS: Grade 12 certificate, A minimum qualification of an appropriate B-Degree or equivalent tertiary qualification in Public Administration or Management/Political sciences. Proven management competencies, 2-3 years' experience in middle management. Previous exposure to arranging meetings and conferences and other administrative and strategic management functions.

Good conceptualization of the political and administrative interface. Working knowledge of the political and Council processes. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interest.

KEY PERFORMANCE AREAS: The successful candidate will be responsible and accountable for the following: Manage, create and maintain systems and procedures for tracking and following up on all correspondences related to the Office of the Executive Mayor. Providing content support to the Executive Mayor timeously receives the correct documentation and briefing notes for meetings. Responsible for the strategic planning, human resource and financial management in the Office of the Executive Mayor. Ensure strategic leadership and co-ordination of communication with the media on activities pertaining to the Office of the Executive Mayor. Conduct research, manage special programs and oversee staff in all Political Office.

LEGAL ADVISOR (PL. 4)

REMUNERATION: R 505 498.81 – R 557 922.85 per annum plus 13th Cheque, car allowance, housing subsidy, UIF, medical aid and pension benefits.

MINIMUM REQUIREMENTS: Grade 12 with LLB Degree or equivalent. A post-graduate qualification will be an added advantage. Admission as an attorney or Advocate. Valid driver's license. Computer literacy. 2-3 years' experience in the field of Legal Services. Knowledge and experience in the local government sector or public service will be an added advantage. Ability to work under pressure. Work long hours and after normal working hours as and when necessary. Prepared to be subjected to security clearance. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interest.

KEY PERFORMANCE AREAS: Litigations. Review of Policies, Bylaws' and Legislations. Legal advisory support services. Drafting and review of contracts. Research on relevant legal literature. Ensure compliance with prescripts. Management of Contract Register.

DEPUTY MANAGER: PMU (PL 3)

REMUNERATION: R600 854.31 per annum, plus housing subsidy, UIF, Car allowance, Medical aid and pension benefit.

MINIMUM REQUIREMENTS: Grade 12 certificate, the applicant must be in possession of B Tech in Civil Engineering or equivalent qualifications, and a minimum of 3-5 experience in project management. Interpersonal, report writing and Computer skills. Sound Management skills and ability to manage subordinate. Knowledge of Government policy environment and familiarity with infrastructure Construction sector, valid driver's license. Be prepared to be subjected to security clearance.



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KEY PERFORMANCE AREAS: Primarily responsible to integrate, co-ordinate, project manage financially administer the MIG in his/her area of jurisdiction. Ensure project compliance with all applicable legislation, policy and conditions applicable to MIG. Project performance and cash-flow reviews. Liaison with provincial and other line function departments through formal regular evaluation/progress meetings and on an ad-hoc basis. Submission of monthly, quarterly, annual and ad-hoc report to DPLG as determined in applicable legislation or required by MIG Management Unit. Responsible for the management of the PMU team and their respective outputs. Attending to internal to internal and external queries. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interest

MANAGER: INSTITUTIONAL STRATEGY AND PERFORMANCE (PL 2) .

REMUNERATION: R725 152.94 per annum, plus housing subsidy, UIF, Car allowance, Medical aid and pension benefit.

MINIMUM REQUIREMENTS: Grade 12 certificate, a minimum qualification of an appropriate B-Degree in development studies/public management /public administration or equivalent tertiary qualification. Proven management competencies, 5 years' experience of which two should be in senior management. Previous exposure to arranging meetings and conferences, project management skills and other administrative and strategic management functions. Good conceptualization of the political and administrative interface. Working knowledge of the political and Council processes. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interest.

KEY PERFORMANCE AREAS: The successful candidate will be responsible and accountable for the following: Develop divisional vision and strategy. manage policies, procedures and implementation of strategic support matters. Manage PMS and IDP activities. Manage strategies development and performance management. Manage performance of employees in the division. Manage the administration and performance of client/public services functions to provide a service and ensure proper communication.

4 X ENVIRONMENTAL HEALTH PRACTITIONERS (PL. 5)

(1 Greater Letaba Municipality, 1 Greater Tzaneen Municipality, 1 Maruleng, Municipality, and 1 Greater Giyani Municipality)

REMUNERATION: R446 563.50 – R 493 206,78 per annum, plus 13th Cheque, housing subsidy, UIF, medical aid and pension benefits.

MINIMUM REQUIREMENTS: Grade 12 Certificate. National Diploma in Environmental Health or relevant qualification. B. Tech Degree in Environmental Health shall be an added advantage. To have performed "Community Services" for a period of 1 year. Registered with the Health Professional Council of South Africa (HPCSA) as an Environmental Health

Officer/Practitioner and a driver's license. To be able to effectively render, monitor and coordinate EHS / MHS. Knowledge of relevant Acts and policies. Computer literacy, effective communication, decision making and Interpersonal Relations. Ability to work under pressure, and hazardous conditions, lots of travelling. Preparedness to be subjected to security clearance. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interest

KEY PERFORMANCE AREAS: Administration and management of municipal / environmental health matters. Render, monitor and coordinate the following Environmental Health Services in the local area: Water Quality, Food Safety, Waste Management and General Hygiene monitoring, Health Surveillance, Communicable and environmental related diseases, Disposal of the dead, Chemical Safety Monitoring, and Environmental pollution control. Inform the IDP on Environmental / Municipal Health activities and ensure implementation by liaison with the IDP Section on issues that needs attention. Perform any other function as may be delegated by the Supervisor.

LED PRACTITIONER (PL. 5)

REMUNERATION: R446 563.50 – R493 206.78 per annum, plus 13th Cheque, housing subsidy, UIF, medical aid and pension benefits.

REQUIREMENTS: Grade 12, B Degree in Business Economics/Agricultural/Tourism or equivalent, code 08 driver's license and 2-3 years' relevant experience. Preparedness to be subjected to security clearance. Further note that all shortlisted applicants will be subjected to security vetting clearance, and information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interest

KEY PERFORMANCE AREAS: Coordinates, the implementation of Local Economic Development programs in relation to Tourism. Develop local economic development plans for tourism with economic development stakeholders within the districts through LED forum, exploring markets for tourist destination and attractions of the District. Coordinate tourism Projects, by assessing different phases of project implementation, maintaining database/archive of all projects and service providers and related documentations for all the implementing partners, proving financial and non-financial support, maintaining records of project files and other support documents in hard and soft copies. Interact with donor department for support, facilitating the recruitment of workers, compiling job creation report on monthly basis and report to management. Administrates functions by coordinating specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

Manager: Financial Management and Reporting (PL2) .

REMUNERATION: R725 152.94 per annum plus 13th Cheque, car allowance, housing subsidy, UIF, medical aid and pension benefits.



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MINIMUM REQUIREMENTS: B-Com Accounting, plus minimum 5 years' applicable experience, of which 3 years must be at middle management level Honours or Post graduate diploma qualification will be an added advantage. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with the minimum regulations on competency level of 2007.

KEY PERFORMANCE AREA: Compilation and timely submission of accurate information in accordance with prescribed standards and formats Implementation of new Accounting standards and legislation Preparation of Annual Financial Statements in accordance to General Recognised Accounting Practices (GRAP) Preparation of Directorate Consolidated financial reporting. Management of the year-end Audit process Management of External Audits Develop and maintain sound financial policies and financial procedures that promote transparency and accountability based on General Recognised Accounting Practices (GRAP) Oversee the Budget and Reporting Unit, Expenditure Management Unit and Revenue Management Unit.

Knowledge & Skills: Good strategic planning and organising skills, comprehensive financial management skills, interpersonal skills, people management skills, computer literacy, decision making, analytical skills Practices knowledge of administrative and management principle.

11 x CLEANERS (PL 14).

REMUNERATION: R135 974 ,41 – R152 586,72 plus, housing subsidy, UIF, Medical Aid and pension benefits.

REQUIREMENTS: Grade 10/ ABET, note that all shortlisted applicants will be subjected to security vetting clearance, information verification and there will be a need for signing of employment contract, a performance agreement and disclosure of financial interests

KEY PERFORMANCE AREAS: Washing curtains, windows and tablecloths. Cleaning of offices ,sweeping ,dusting ,polishing ,buffing floors of offices ,cleaning of toilets,emptying dustbins in offices ,offloading groceries from the car to the respective offices ,cleaning the events venues ,arrange and removing chairs & tables during events .ensuring there are glasses and sufficient water for the event offload rubbish bins from offices to outside premises .Assist with tea making and washing of dishes for visitors and clients and during management meetings .Assist bin moving furnishers and equipment .reporting breakages identified .Perform any other duties as may be delegated by superiors & general housekeeping duties .

10 X GENERAL WORKERS: PLUMBERS (PL. 14)

REMUNERATION: R135 974 ,41 – R152 586,72 per annum, plus housing subsidy, UIF, and Medical aid pension benefits.

REQUIREMENTS: Grade 10 Report / ABET qualification, note that all shortlisted applicants will be subjected to security vetting clearance, information verification and there will be a need for signing of an employment contract, a performance agreement and disclosure of financial interest

KEY PERFORMANCE AREAS: Assist in Maintenance of water and wastewater mechanical infrastructure by ensuring that all mechanical related periodic checks are performed on all plumbing/water pipe related works. Conduct daily inspections on mechanical infrastructure; Record all matters relating to plumbing/ pipe work infrastructure and manage records for current and future corrective and preventative maintenance plan developments; Supervise the workmanship of subordinates and provide on job training where necessary.

Appointment will be made according to the Council's Employment Plan, with ensures representation of designated groups in the Municipality.

NOTE: It is recommended that proof of registration for the Minimum Competency Levels Training is attached to the CV of the applicant if not completed.

Enquiries: Mr. Lebepe NG / Mr. Lebadika P Tel. 015-811 6300.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Please forward your application through the prescribed form (Senior Managers) () together with your comprehensive CV and recently certified copies (for not longer than three (03) months) of your qualifications and the identity document to:

The Municipal Manager, Mopani District Municipality, Private Bag X9687, GIYANI, 0826.

Z83 application forms, e-mails, and fax applications will not be accepted.

CLOSING DATE: 30 JUNE 2020

PLEASE NOTE: Fraudulent qualifications or documentations will immediately disqualify any application. MDM reserves the right not to fill this post, should there be no suitable candidate identified. Late submissions will be disqualified. Submission without certified copies of qualifications will not be considered.

**Mr. Kgatla Q.
Municipal Manager**



PROTECT SOUTH AFRICA