



MUTALE MUNICIPALITY

Mutale municipality is a grade 1 municipality and an equal opportunity employer which subscribes to the principles of affirmative action and gender equity. The following positions are vacant and should be filled by suitable qualified persons:

MUNICIPAL MANAGERS OFFICE DEPARTMENT: CORPORATE SERVICES MANAGER

(REF: CORP/01/02/2014)

POST: SENIOR MANAGER CORPORATE SERVICES (5-YEAR PERFORMANCE-BASED CONTRACT.

DIRECTORATE: POST REPORTS DIRECTLY TO THE MUNICIPAL MANAGER
TOTAL REMUNERATION PACKAGE: R466,040-569,600 (IN LINE WITH THE UPPER LIMIT OF TOTAL REMUNERATION PACKAGE PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER, GOVERNMENT GAZETTE NO. 37500 DATED 29 MARCH 2014 WITH EFFECT FROM THE 1ST JULY 2014)

REQUIREMENTS: Bachelor Degree in Public Administration/ Management Science/Law or equivalent. A certificate program in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP). Minimum competencies or Executive Leadership Municipal Development Program (ELMDP). Minimum experience of at least five (5) years' experience preferably in Local Government at Senior Management level. Have proven successful management experience in administration. In depth knowledge and understanding of the Local Government Legislations, including their respective regulations. Computer skill as well as a valid driver's license.

COMPETENCIES: In depth knowledge and extensive understanding of: Human Resources Management practice, Labor relations, Training and development, Strategic direction and leadership, Workplace Diversity, People Management, Program and Project Management, Financial management; knowledge of ICT, Council support, Legal Services, knowledge and Information Management, Quality management and Communications.

RESPONSIBILITIES: Manage Legal Services, HR Management, Training and Development, ICT, Advice and Support Council, and Auxiliary Services. Provide secretarial services, Provide sustainable records management services. Provide strategic support and oversee the provision of support services in all units within the Directorate. Provide strategic leadership in Human Resources and Labor matters. Manage corporate services budget. Compile monthly, quarterly, mid-term and annual reports in line with legislative requirements. Prepare and submit required reports to the Municipal Manager and relevant political structures. Develop and implement the Department's Service Delivery and Budget Implementation Plan (SDBIP). Performing any other related functions as delegated by the Municipal Manager

This advertisement is in line with the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers and Upper Limit of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers.

To apply interested candidates must submit a fully completed application form available from our website: www.mutale.gov.za attach a signed application letter, a comprehensive Curriculum Vitae (CV), certified copies of qualifications, a valid code 08/b driver's license and Identity Document to the Municipal Manager, Mutale Local Municipality, Private Bag X1254 Mutale, 0956 or hand - deliver applications at New Municipal Building Manenu Traffic college at the registry desk. Applications that are not on the applicable application form, and those faxed and e - mailed applications will not be considered. Enquiries should be directed to Razwiedani S.S. at (015) 9679601 or Rabada NC at 0159679692. Mutale Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply. Mutale reserves the right to make appointments. If you do not hear from us within 60 days after the closing date, kindly accept that your application was unsuccessful.

Shortlisted candidates will undergo security vetting.

The successful candidate will be required to sign an employment contract, a performance agreement as well as to disclose their financial interest. Please use the prescribed application form obtainable from the website.

Contact Names: Razwiedani SS.
Contact Email: corporates@mutale.gov.za
Contact Phone: (015) 9679601 / (015) 9679692

1X IDP MANAGER DIRECTORATE: Post Reports to Municipal Manager LEVEL: 15

(REF: MMO/02/02/2014)

SALARY: R311, 913.33 per annum plus 40% car allowance, medical aid, cell phone allowance and home owner allowance in case of a bond.

REQUIREMENTS: Grade 12 plus Appropriate recognized Bachelors Degree/or equivalent qualifications in development planning with at least three (3-5) years relevant experience. Advance knowledge of Computer (MS word, Excel, - and GIS) Service writing and high level communications skills. A valid driver's License.

KEY RESPONSIBILITIES: Liaising with sector departments during and after the development of IDP. Manage the IDP process plan. Ensure the statutory requirements as stipulated in the MSA (Municipal Systems Act) are complied to. Develop ward based plans. Facilitate ward meetings for ward based plans. Conduct meetings with communities to ascertain community needs for inclusion in IDP documents. Liaison with finance department to ensure needs of community are included in IDP. Submit IDP to council for approval. Publish adopted draft IDP to obtain public comment. Submission of an approved IDP to Council and MEC for local government. Co-ordinate all administrative work to the IDP.

1X RISK MANAGEMENT OFFICER DIRECTORATE: post reports to Manager: Internal Auditor LEVEL: 11

(REF: MMO/03/02/2014)

SALARY: R180, 774.41 annum

REQUIREMENTS: Grade 12/ B-Com-degree or National Diploma in Auditing/ Risk Management/Internal Auditing as major subject. 3-5 years practical experience in Internal Auditing and Risk Management field. Knowledge of auditing International Standard for the professional practice of Internal auditing. Knowledge of MFMA and all applicable legislatures relevant to the post. Computer Literacy (MS Word, Ms Excel, Ms PowerPoint, and Publisher) good presentation and communication skills. Valid Driver's License.

KEY RESPONSIBILITIES: conduct annual risk assessment and awareness workshops. Communicating the risk management policy, strategy and implementation plan and ensure compliance. Assess and manage risk management policies and procedure. Provide support to secretariat risk assessment committee. Assist in monitoring and implementation of a risk management strategy inclusive of fraud prevention plan. Monitor and review the implementation of risk management process. Promote risk management culture and capacity on risk management. Assist management with strategic plans. Develop a risk control strategies. Conduct workshops on identification, analysis and measuring of risks within management.

TECHNICAL SERVICES DEPARTMENT

1X PMU MANAGER

DIRECTORATE: Posts reports to Senior Manager technical Services

(REF: TECH/04/02/2014) CONTRACT

POSITION 3 YEARS

SALARY: R351, 180.46 per annum plus cell phone allowance.

REQUIREMENTS: Grade 12/B-Com degree or National Diploma in Civil Engineering. Minimum of 3 years relevant experience in Civil Engineering & management of MIG & PMU, knowledge of Integrated Reporting Systems (IRS). Registration with ECSA will be an added advantage. Good knowledge of Local Government Legislation, CAD, MS Projects, MIS, EPWP and IR Excellent computer skills. Code B driver's license.

KEY RESPONSIBILITIES: Assist in integrating coordinating project management and financial administering the MIG programme in the Municipality. Primarily responsible to integrate, co-ordinate, project-manage and financially administer the MIG in his area of jurisdiction. Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG. Project performance and cash flow reviews. Liaison with the Provincial and the Senior MIG Manager as well as other line function departments through formal regular evaluation / progress meetings and on an ad hoc basis. Submission of monthly, quarterly, bi-annual, annual and ad hoc reports to COGHSTA as determined in applicable legislation or required by the MIG Management unit. Responsible for the management of the PMU team and their respective outputs. Assist in compiling & submission of Technical reports of the MIG and own funded projects. Conduct regular site visits to all projects, ensure quality assurance on all projects, ensure EPWP compliance on all projects.

1X PMU ADMINISTRATOR

DIRECTORATE: Post reports to PMU Manager

(REF: TECH05/02/2014) CONTRACT POSITION 3 YEARS

SALARY: R153, 119.75 per annum.

REQUIREMENTS: Grade 12/B-Com degree or National Diploma in Civil Engineering. Knowledge in Civil Engineering projects & management of MIG & PMU, knowledge of Integrated Reporting Systems (IRS). Registration with a relevant body will be an added advantage. Good knowledge of Local Government Legislation. Excellent computer skills. Code B driver's license.

KEY RESPONSIBILITIES: to register projects on MIS. Upload all information or data capturing on MIS. Perform any other work assigned to him/her related to Technical Services Projects & Projects management. PMU meeting co-ordination and serving secretariat. Record and report on all projects. Prepare monthly reports on MIG expenditure and projects. Facilitate during meetings presentation on MIG and MIG budget and reports. Responsible for the administration of the PMU team and their respective outputs. Assist in compiling & submission of Technical reports of the MIG and own funded projects. Conduct regular site visits to all projects, ensure quality assurance on all projects, ensure EPWP compliance on all projects.

2X DRIVER OPERATORS:

DIRECTORATE: Post reports to Manager: Infrastructure LEVEL: 08

(REF: TECH 06/02/2013)

SALARY: R120200.39 per annum

REQUIREMENTS: Grade 12or NQF level 4, code C1 drivers license, 3 (three) years driving experience, prepared to be subjected to a driving test. Ability to operate different types of heavy plant machinery. Prepared to work overtime and Odd hours. A Certificate of operation from a recognized institution in either TLB, Grader, Excavator, Rubber dozer etc; will be an added advantage.

KEY RESPONSIBILITIES: Perform specific tasks such as operating refuse removal/ construction vehicle/plants or equipment. Report any major breakdowns wear or tear of plant parts to mechanical division. Inspecting safety devices, controls, lubricant levels etc on vehicles /heavy plants. Report on any defects and or accident to the immediate supervisor. Observing and/or participating in the loading/off- loading sequences of material, equipment, and mechanical plant. Correcting deviations from safety procedures. Ensure daily inspections of plant and machinery before and after use. Keep plant and machinery clean and safe at all times

3X PMU INTERNSHIPS POSTS

DIRECTORATE: Posts reports to PMU Manager

(REF: TECH07/02/2014) CONTRACT POSITION OF 2 YEARS

SALARY: R72000. Per annum.

REQUIREMENTS: Grade 12 or NQF level 4 /B-Com degree or National Diploma in Civil Engineering. Knowledge in Civil Engineering projects & management of MIG & PMU, knowledge of Integrated Reporting Systems (IRS). Registration with a relevant body will be an added advantage. Good knowledge of Local Government Legislation. Excellent computer skills. Code B driver's license.

KEY RESPONSIBILITIES: Upload all information or data capturing on MIS. Perform any other work assigned to him/her related to Technical Services Projects & Projects management. To register projects on MIS. PMU meeting co-ordination and serving secretariat. Record and report on all projects. Prepare monthly reports on MIG expenditure and projects. Facilitate during meetings presentation on MIG and MIG budget and reports. Submission of monthly, quarterly, bi-annual, annual and ad hoc reports to COGHSTA as determined in applicable legislation or required by the report of the PMU team and their respective outputs. Assist in compiling & submission of Technical reports of the MIG and own funded projects. Conduct regular site visits to all projects, ensure quality assurance on all projects, and ensure EPWP compliance on all projects.

FINANCE DEPARTMENT

1X ASSISTANT ACCOUNTANT: SUPPLY CHAIN MANAGEMENT DIRECTORATE: Posts reports to Manager Supply Chain. LEVEL 11

(REF: FIN/08/02/2014)

SALARY: R180 774.46 per annum

REQUIREMENT: Grade 12, A relevant Bachelors Degree/ National Diploma in Commerce or relevant supply chain qualification, with accounting as one of the major subjects. At Least 3years relevant experience. Sound knowledge of MFMA and Treasury Regulations. Good communication and interpersonal skills. Must be a team player. A valid code 08 Driver's license.

KEY RESPONSIBILITIES: Assist the CFO in management of expenditure in the municipality by ensuring the following: Assist with the drafting of contracts and service level agreements. Conduct needs assessment by collecting and analyzing relevant data. Categorizing commodities and confirming availability of funds, Implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objective, Administer the process of drafting specification/terms of reference and special conditions of contract, Compile and maintain supplier data base. Provide administrative support in the bid /quotation processes, Assist in the development of procurement timescales and programmes for input into contract/tender documentation, Assist in the production of option appraisal, contract and tender documentation, Assist in the production and management of tender lists and obtain tenders and quotations in accordance with Supply Chain

procedures, Assist the bid specification committee as an advisor on procurement/ purchasing policies and procedure, Assist in contract management, Reviewing and ensuring contract /tender documentation is in line with the organization Supply Chain policy and relevant legislation (MFMA and PPPFA), Provide input into development, implement and review of procurement/purchasing policies and procedure. Provides input into the development of procurement / purchasing reports, Provide input to budget development and budgetary issues, Allocation expenses within budgets and verifying the availability of budget prior to commitment.

1X CREDITORS CLERK

DIRECTORATE: Post reports to Accountant LEVEL: 06

(REF: FIN/09/02/2014)

SALARY: R88,747.25 per annum.

REQUIREMENTS: Grade 12 or NQF level 4. Bachelors Degree/Three year National Diploma in Accounting, Finance/Logistics Management or equivalent. A minimum of 1-2 years experience in a similar environment. Knowledge of Local government legislations. Computer literacy and a valid code B driver's license.

KEY RESPONSIBILITIES: Ensure effective support and guidance is made available to the unit on the establishment and execution of credit applications and procedures in accordance with the policy. To accurately capture invoices in the accounting systems in order to effect payment on time and accurately to Creditors. Ensure invoices are properly authorized in accordance with levels of authority and allocate it. To correct Supplier & General Ledger accounts on a daily basis. Check & match invoices against Approved orders. Accurately process invoices in Accounts Payable and post batches daily. Prepare payment vouchers for all invoices received. Ensure that Remittance Advices are sent to supplier after completion of the Payment Run. Filing of payment vouchers/Invoices after Payment Run. Accurately prepare Monthly reconciliations of Creditors Statements against the Creditors sub-ledger. Accurately reconcile Creditors Control Accounts against Accounts payable age analysis on a Monthly basis to make sure that accounts are correctly balanced. Ensure that Vat input is accurately accounted in the system

CORPORATE SERVICES VACANCIES

1X E-NATIS ADMINISTRATORS

DIRECTORATE: Posts reports to Manager Rep. LEVEL: 08

(REF: CORP10/02/2014)

SALARY: R120,200.39 per annum

REQUIREMENTS: Grade 12or NQF level 4 plus relevant Diploma or certificate in E-Natis, proven knowledge of E-Natis Systems

KEY RESPONSIBILITIES: To process the registration and licensing of motor vehicles using E-Natis System. To process renewal and applications of drivers licenses. To process renewal of PDP. To process de-registration of vehicles. Capturing of information on E-Natis systems. Compile monthly statistics

1X EXAMINER MOTOR

VEHICLE-TESTING STATIONDI- RECTORATE: Post reports to Manager Rep LEVEL: 10

(REF: CORP11/02/2014)

SALARY: R153, 119.75 per annum

REQUIREMENTS: Grade 12 or NQF level 4/Diploma in Examiner of motor vehicle, Code EC Driver's License code. 2 -3 years experience in a similar environment.

KEY RESPONSIBILITIES: Conduct vehicle road worthy test. Keeping daily registers in terms of the results of road worthiness tests conducted. Compile monthly statistics of the tests. Perform administrative tasks related to vehicle road worthy test. Keeping daily register and records for assessment and records purpose. Comply with all regulations of the National Road Traffic Act no 93 of 1996. Advice manager rep on any new developments in the station

1X EXAMINER DRIVERS LICENSE

GRADE ADIRECTORATE: Post reports to Manager Rep LEVEL: 10

(REF: CORP12/02/2014)

SALARY: R153, 119.75 per annum

REQUIREMENTS: Grade 12or NQF level 4/Diploma in Examiner of Drivers License, Code EC Driver's License code. 1 -3 years experience in a similar environment.

KEY RESPONSIBILITIES: Test applicants for learners and drivers license. Conduct public vision test. Screen applicants for PRDP. Renewal applications for driving License. Apply written test procedure and moderating results. Keeping daily register and records for assessment and records conducted. Establish and inform applicants of their results. Comply with all regulations of the National Road Traffic Act no 93 of 1996. Advice manager rep on any new developments in the station.

1X TRAFFIC

OFFICERDIRECTORATE; Posts reports to Manager Rep LEVEL: 10

(REF: CORP13/02/2014)

SALARY: R153, 119, 75 per annum

REQUIREMENTS: Grade 12 or NQF level 4/Basic Traffic Diploma obtained from an accredited Institution, Code B Driver's License code.

KEY RESPONSIBILITIES: Incumbent will administer law enforcement including: road block, speed prosecution. Register summons and warrant of arrest. Issue summons and execute warrant of arrest. Prepare monthly statistics and reports. Conduct point duty. Conduct road escort for funeral and dignitaries. Report and record road accidents.

Submit application letter, cover letter (not z83) accompanied by comprehensive CVs, certified copies of all qualifications, ID documents and a valid driver's license should be submitted to the Municipal Manager, Mutale Municipality P/Bag X1254, Mutale, 0956 or Hand delivery at the Municipality (Registry office). Please note that Faxed or E-mailed applications will not be considered.

NB. Candidates will be subjected to personnel suitability check and reference check. Fraudulent qualifications or documentation will immediately disqualify the applicant. Direct or indirect canvassing for preferential treatment will immediately disqualify an applicant.

All queries should be directed to the Corporate Services Department at 015 967 9600 during working hours. If you do not receive our respond within 60 days after the closing date regard your application as being unsuccessful. Women and people with disabilities are encouraged to apply. The Municipality subscribes to the principles of Employment Equity.

Closing date: 10 October 2014

MUNICIPAL MANAGER: RAZWIEDANI S.S