



MSINGGA MUNICIPALITY
ADVERTISEMENT: DIRECTOR: COMMUNITY SERVICES

Msingga Municipality situated at Tugela Ferry has a vacant post for Director: Community Services.

VACANT POST
SALARY SCALE

: DIRECTOR: COMMUNITY SERVICES
: MINIMUM PACKAGE: R 726, 954.
MIDPOINT PACKAGE: R 816, 803.

TYPE OF CONTRACT : R 906, 651.

MAXIMUM PACKAGE: R 906, 651.
TYPE OF CONTRACT : 5 YEAR CONTRACT (NOT EXCEEDING ONE (1) YEAR
AFTER THE ELECTIONS OF THE NEW COUNCIL.)

REQUIREMENTS FOR THE POST:

- Bachelor's Degree in Social Science/ Public Administration/ Law or equivalent.
- Minimum 5 years' experience at middle management level in the Public Sector preferably in Local Government environment backed by a sound knowledge of Disaster Management, Sports and Recreation, Fire Services, Town Planning, Tourism and LEED, Protection Services, Traffic Services, Special Projects.
- Must have good knowledge and understanding municipal governance systems;
- Must demonstrate the ability to provide strategic leadership in the directorate;
- Municipal Finance Management Programme.
- Valid Driver's License.
- Computer Literacy.

COMPETENCIES

- 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.

DUTIES AND RESPONSIBILITIES

As the Executive Director: Community of the Municipality is responsible to the Accounting officer for overseeing the following:

- Responsible for the development, implementation and management of strategies, policies systems and performance- plans for the directorate (and organization where applicable), in alignment with strategies objectives of the Municipality;
- Plan, Co-ordinate and implement Community Services Departments capital and expenditure budget;
- Managing all sections under Community Services effectively;
- Develop and implementation of the disaster management plan;
- Development of controlling plan of community facilities in the area;
- Manage and co-ordinate sports and recreation facilities


APPOINTMENT:

Appointment shall be subjected:

- Undergoing a competency assessment in terms of Annexure A (competency framework for senior managers) of Notice number 21 Government Gazette Number 37245 of 17 January 2014).
- Security vetting including schedule 2 of the Number 37245 of the 17 January Gazette.
- Signing of an employment contract before assuming duty.
- Conclusion of a Performance Agreement within 60 days after conclusion of an employment contract.
- Disclosure of financial interests.

Applications must be submitted on the prescribed application form (as per Annexure C of the 2014 Regulations) and be handed in or posted to Private Bag x 530, Tugela Ferry, 3010, together with a comprehensive CV, Certified Copies of academic qualifications and I.D Copy in a sealed envelope clearly marked “**APPLICATION: DIRECTOR: COMMUNITY SERVICES**”, not later than 12 noon on **26 APRIL 2018**. No late or faxed applications will be considered. For further information regarding the requirements for the application as well as the post content, please contact Miss TFN NKALA on 033 493 0761.

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful. The municipality is an equal opportunity and Affirmative action employer.



S.L SOKHELA
ACTING MUNICIPAL MANAGER

2018/04/04
REFERENCE: 4/3/R



MSINGQA MUNICIPALITY ADVERTISEMENT: MUNICIPAL MANAGER

Msingqa Municipality situated at Tugela Ferry has a vacant post for Municipal Manager.

VACANT POST SALARY SCALE

**: MUNICIPAL MANAGER
: MINIMUM PACKAGE: R 885, 394.**

MIDPOINT PACKAGE: R 994, 824.

MAXIMUM PACKAGE: R 1 104, 255.

**TYPE OF CONTRACT : 5 YEAR CONTRACT (NOT EXCEEDING ONE (1) YEAR
AFTER THE ELECTIONS OF THE NEW COUNCIL)**

REQUIREMENTS FOR THE POST:

- A recognised B degree in Public Administration/ Political sciences/ Law or equivalent.
- Minimum 5 years' experience at senior management level preferably in Local Government environment.
- Municipal Finance Management Programme/ Certificate Programme Municipal Development.
- Valid Driver's License.
- Computer Literacy.

COMPETENCIES

- Demonstrate a proven record of successfully transforming an institute in the Public Sector preferably in Local Government.
- Demonstrate advanced knowledge of the legislation governing local government and other relevant legislation.
- Advanced understanding of institution governance systems including Performance Management.
- Advanced understanding of good clean governance, council operations, fiscal discipline and sound delegation of powers.
- Advanced Leadership skills.
- An acute appreciation and understanding of the development needs of the community.
- Proven experience to network and innovate; organise partnerships and develop high impact business plans.
- Audit and risk management establishment and functionality; and
- Budget and finance management.

DUTIES AND RESPONSIBILITIES

- As the Accounting Officer of the Municipality is responsible to the Mayor and Council for overseeing a sound, effective and efficient council and its administration addressing the needs of the community.
- The Accounting officer must act with fidelity, honesty, integrity and in the best interest of the Municipality in managing all its affairs.
- Responsible for all functions enshrines in sections 51 and 55 of the Municipal Systems Act 32 of 2000 (as amended).

- As an Accounting Officer must exercise all functions and powers assigned in terms of the Municipal Finance Management Act 56 of 2003 (as amended).
- Must provide guidance and advice on compliance with legislation generally and with the Municipal Finance Management Act in particular to all political office bearers, political structures and all officials of the Municipality.
- Responsible for all fiduciary responsibilities enshrined in section 61 of the Municipal Finance Management Act.
- Fostering relationships between Municipal Council and the administration of the Municipality as well as other stakeholders.
- Creating an environment that defines the purpose and the role of the local government as a means to involve people in shaping the future of communities.

APPOINTMENT:

Appointment shall be subjected:

- Undergoing a competency assessment in terms of Annexure A (competency framework for senior managers) of Notice number 21 Government Gazette Number 37245 of 17 January 2014).
- Security vetting including schedule 2 of the Number 37245 of the 17 January Gazette.
- Signing of an employment contract before assuming duty.
- Conclusion of a Performance Agreement within 60 days after conclusion of an employment contract.
- Disclosure of financial interests.

Applications must be submitted on the prescribed application form (as per Annexure C of the 2014 Regulations) and be handed in or posted to Private Bag x 530, Tugela Ferry, 3010, together with a comprehensive CV, Certified Copies of academic qualifications and I.D Copy in a sealed envelope clearly marked “**APPLICATION: MUNICIPAL MANAGER**, not later than 12 noon on **26 APRIL 2018**. No late or faxed applications will be considered. For further information regarding the requirements for the application as well as the post content, please contact Miss TFN NKALA on 033 493 0761.

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful. The municipality is an equal opportunity and Affirmative action employer.


BP NGCOBO
THE MAYOR

2018/04/....
REFERENCE: 4/3/R

APPLICATION FORM FOR EMPLOYMENT

ANNEXURE C

TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	
Reference number	
Name of the Municipality	
Notice service period	

B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African Citizen?			Yes	No
If no, what is your Nationality?				
Work Permit Number (if any):				

Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below:

No

Political Party:	Position:	Expiry date:
Do you hold a professional membership with any professional body? If yes, provide information below		No
Yes		
Professional Body:	Membership Number:	Expiry date:

C. CONTACT DETAILS

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. QUALIFICATIONS (Additional information may be provided on your CV)							
Name of School/ Technical College		Highest Qualification Obtained		Year Obtained			
Name of Institution		Name of Qualification		NQF Level	Year Obtained		
E. WORK EXPERIENCE (Additional information may be provided on your CV)							
Employer (starting with the most recent)	Position	From		To		Reason for leaving	
		MM	YY	MM	YY		
If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment:						YES	NO
If yes, provide the name of the previous employing municipality:							

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or after 5 July 2011?	YES	NO
If yes, Name of Municipality/ Institution:		
Type of Misconduct/ Transgression		
Date of Resignation/ Disciplinary case finalised		
Award/ sanction		
Did you resign from your job on or after 5 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	YES	NO

G. CRIMINAL RECORD		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If yes, provide details on a separate sheet.	YES	NO
If yes, type of criminal act		
Date criminal case finalised		
Outcome/ Judgement		

H. REFERENCE			
Name of Referee	Relationship	Tel (Office Hours)	Cellphone Number
			Email

I. DECLARATION	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.	
Signature:	Date: