



EXTERNAL ADVERTISEMENT FOR VACANCIES

Kamiesberg Municipality would like to appoint suitably qualified persons to apply for the following Senior Managers vacancies on a fixed term employment for 4 years which will be subject to signing of a performance agreement in terms of section 54A ,56 and 57 of the Local Government Systems Act, 32 of 2000 as amended.

TOTAL REMUNERATION PACKAGE

- Minimum = R741 423, Midpoint = R823 805, Maximum =906 184 (All inclusive);
- Package is negotiable in terms of Government Gazette No 41173 of 10 October 2018;
- A remote allowance of 10% of the total remuneration package may be paid;
- A 4 year performance based contract which will not last beyond one (1) year after Local government elections be held in 2021

GENERAL REQUIREMENTS FOR SUCCESSFUL CANDIDATES:

- Appointments will be made in terms of Local Government: Regulations on appointment and Conditions of Employment of Senior Managers
- Must comply with the minimum Competency Levels of Senior Managers as contemplated in the Municipal Regulations on Minimum competency Levels in terms of Government Notice No. 29967,15 June 2007, or
- If not in possession of this competency, the ability to complete it within eighteen (18) months from the date of employment, in accordance with Government Notice No. 91 of 03 February 2017, as promulgated in Government Gazette No. No. 40593, and in case of failure herein, the employment contract will terminate automatically within one month after the applicable period
- Computer literacy covering all applications
- A valid driver`s license
- No criminal record
- Local government experience will be added advantage.

POSITION: SENIOR MANAGER CORPORATE SERVICES

MINIMUM QAULIFICATIONS / REQUIREMENSTS:

- Bachelor Degree in Public Administration/ Management Sciences/ Law; or equivalent.
- 5Years experience at middle management level
- Have proven successful management experience in administration.

MINIMUM 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;
 - Legal services;
 - Facilities Management;
 - Information communication technology;
 - Council support
 - Good knowledge of Supply Chain Management Regulations and Preferential Procurement Framework Act, 2000 (Act 5 of 2000)
 - Labour relations act and other Labour-related prescripts;
 - Legal background and human capital management; and
 - Knowledge of coordination and oversight of all specialized support functions.
 - MINIMUM COMPETENCIES:**
 - Core competencies
 - Moral Competence
 - Planning and organizing
 - Analysis and innovation
 - Knowledge and information Management
 - Communication
 - Result and Quality Focus.
 - Competencies as per government Gazette 29967 and Government Gazette 37245 of 17 January 2014
 - KEY PERFORMANCE AREAS:**
 - Plan, direct and management directional functions of the corporate services department effectively and efficiently;
 - Manage the following units within the Corporate Services Department:
 - Human Resources Management
 - Council administration; Record Management and Customer Services
 - Land-use and Council Property Management
 - Information and Communication Technology
 - Legal Support Service
 - Strategic Planning, Monitoring and Evaluation;
 - Government Support
 - Implement council resolutions in timely manner and follow up on direction given
 - Development and implementation of the departments Service Delivery and Budget Implementation Plan
 - Maintenance of the department`s performance management system and annual reporting
 - Supervision of the department`s human resource development and management and supervision of departmental staff
 - Communicate effectively with all persons and organizations concerned
 - Attending council and committee meetings and submitting reports
 - Report directly to the Municipal Manager
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2. POSITION: SENIOR MANAGER TECHNICAL SERVICES

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor of Science Degree in Engineering / BTech: Engineering; or equivalent
- Five (5) years' experience at middle management level, or as programme/project manager; and
- 3-4 years must be at professional/management level engineering management experience

MINIMUM 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 and;
- Must be able to formulate engineering master planning, project management and implementation

MINIMUM COMPETENCIES:

- **Financial and Supply Chain Management Competencies** in terms of the Municipal Finance Management Act
- **Leading competencies** in terms of the Local Government Municipal Systems Act (Competency Framework for Senior Managers)
- **Core Managerial Competencies** in terms of the Local Government Municipal Systems Act (Competency Framework for Senior Managers)

ADDED ADVANTAGE:

- Certificate of Competency as required in terms of the General Machinery Regulations, 1988; or
- Registration with a recognized relevant engineering professional body.

KEY PERFORMANCE AREAS:

- Directs and controls the professional, technical and operational outcomes associated with the functions related to:
 - Provision of water
 - Roads and Storm water maintenance
 - Sanitation services
 - Management, operation, maintenance, planning and administration of the electricity network.
 - Responsible for ensuring that the municipality comprise with relevant legislation such as solid waste management framework and environmental legislation, etc.
 - Ensuring the effective and efficient management of inventory / asset under the control of the department.
 - Provide an advisory service to Council regarding all aspects falling within his/her scope of work and carrying out their decisions.
 - Develop policies and guidelines for the effective operation of services delivery
 - Develop a program for infrastructural service delivery within the municipal area in line with the IDP, and overseeing its implementation
 - Implementing the National Building Regulations within the area of the municipality
 - Reports directly to the Municipal Manager
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GENERAL

- Applications received after the closing date will not be considered
- Applications can be e-mailed to mathilda@kamiesberg.gov.za

- Applications should be on a prescribed form “**Application for employment for Senior Managers**”, which is downloadable from our website: www.kamiesberg.gov.za
- Short - listed candidates will be subjected to screening and reference checks as well as competency assessments, as per regulations.
- Candidates need to submit together with their application form, a detailed CV, original certified copies of qualifications, identity document and drivers’ license (not older than 3 months).
- Please post all the applications to :**The Municipal Manager, Kamiesberg Municipality, Private Bag x 200, Garies, 8220, at the office of the Municipal Manager.**
- Clearly state on your envelope (post or hand delivered) or in the subject line (e-mail), the position for which u applying.
- The appointed candidate will stationed at the Head Office in Garies, and will required to sign an employment contract, a performance contract, and a disclosure of financial interests.
- Only shortlisted candidates will be contacted.
- Failure to comply with the above requests, will disqualify your application
- If you do not hear from the Municipality within three months after the closing date of the advertisement, please regard your application as unsuccessful.
- The Municipality reserved the right not to make any appointment.
- **CLOSING DATE: 12 APRIL 2019 at 16:00**

PLEASE ADDRESS ALL ENQUIRIES TO:

Mr Rufus Beukes or MH Adams (HR) , at telephone 027 – 6528000 during office hours (07:30 – 16:00) or per e-mail at: mathildaa@kamiesberg.gov.za

**Mr RUFUS BEUKES
MUNICIPAL MANAGER**

Notice 3/ 2019