



JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

Corporate Services Department

Position: Director Corporate Services (5-year performance-based contract)

Total Remuneration Package: (R769 844 – R864 994 – R960 143)(Ref: 4/1/2/2)

Minimum Requirements:

Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent. 5 years experience at middle management level. Have proven successful management experience in administration. Extensive and practical knowledge of the Local Government environment. Good understanding of performance management systems applicable to Local Government. Understanding of Municipal Legislative Framework, including Municipal Systems Act, Municipal Finance Management Act, Municipal Structures Act, and other related legislation. Compliance with the minimum competency requirements for Local Government Senior Managers as laid down in the Government Gazette No 37245 dated 17 January 2014 or alternatively as per the exemption as laid down in the Government Gazette 40593 dated 3 February 2017. Valid Code EB driver's licence.

Knowledge and attributes: 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 Technology* and *Council Support*. Good knowledge of supply chain management regulation and the preferential procurement policy framework Act, 2000 (Act No 5 of 2000). Good governance. Labour Relations Act, and other labour-related prescripts. Legal background and human capital management. Knowledge of coordination and oversight of all specialized support functions. Strategic leadership and management. Strategic financial management. Good governance and ethics and values. High level of written and verbal communication skills. High level of emotional intelligence. Proven ability to communicate and negotiate in all spheres and levels of government. Ability to meet deadlines. Attention to details. Ability to work under pressure. Proven ability to provide strategic and innovative leadership. Strategic thinking analysis.

Key Performance Areas: Provide an effective and efficient administrative support services to the Municipality with regard to all correspondence, enquiries, telephone services, printing, messenger services and management of all records and archiving. Provide an effective and integrated secretariat support to the council, all its committees and Executive Committee, to ensure smooth running of the meetings and keeping records thereof. Provide Information Technology services and infrastructure, which provide the Municipality with sustainable and effective IT networks, data security, disaster recovery processes, hardware, software, and management information system (MIS&GIS). Provide Human Resource Management services to the Municipality that ensure effective Human Resource acquisition, maintenance and administration, development and utilization. Rendering an effective legal services, that ensure that the Council and Municipality is provided with the best possible legal services, advise and support, and valuation of properties within Joe Morolong Local Municipality. Manages and directs major activities for processing and reporting of information, to support general operations and management of the Municipality. Responsible for the implementation of broader policies and adherence to external regulation. Formulate capital and operating budgets for the Corporate Services directorate as well as the staff establishment, legal policies, procedures and guidelines to be utilized by all council members, municipal manager, directors and different units. Assist and support the municipal manager in the development of communication channels and motivation of employees. To provide overall strategic leadership, effective people management and motivation of staff.

Community Services Department

Position: Director Community Services (5 -year performance-based contract)
Total Remuneration package: (R769 844 – R864 994 – R960 143)(Ref: 4/1/2/4)

Requirements: Bachelor Degree in Social Sciences / Public Administration / Law; or equivalent. 5 years experience at middle management level. Have proven successful institutional transformation within public and private sector. Proven track record of managing functions relating to Community Services. Extensive and practical knowledge of the Local Government environment. Understanding of Municipal Legislative Framework, including Municipal Systems Act, Municipal Finance Management Act, Municipal Structures Act, and other related Legislation. Compliance with the minimum competency requirements for Local Government Senior Managers as laid down in Government Notice No 37245 dated 17 January 2014 or alternatively as per the exemption as laid down in Government Gazette 40593 dated 3 February 2017. Valid Code EB driver's licence.

Knowledge and attributes: Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutionalized governance systems and performance management. Understanding of Council operations and delegation of powers, as well as * Health services management*, *Cemetery management*, *Public safety*, and *Parks and recreation management*. Good knowledge of community services functional areas, namely waste management and library services. Strategic leadership and management. Strategic financial management. Good governance, ethics and values. High level of emotional intelligence. Proven ability to provide strategic and innovative leadership.

Added Advantage: Registration with South African Council for Social Service Professionals(SACSSP), or similar recognized relevant professional body.

Key Performance Areas: Develop and ensure community satisfaction, affordability and accessibility. Understanding and responding to consumer dynamics with regard to Health Services, Environmental Health Services, Public Safety and Security, Housing, Parks and Recreation, Waste Management, Libraries, Community Facilities and Cemeteries. Strategic planning on how to address the needs and requirements of the community and its well-being. Develop and direct staff establishment. Provide overall strategic leadership of the Directorate Community Services. Develop and implement innovative tactical and strategic tasks relevant to Community Services. Render effective fire and disaster management services. Provide Management and Leadership within the function in the specific areas of disaster management and Licensing Services. Assist and support the Municipal Manager in the development of communication channels and motivation of employees. Responsible for the implementation of broader policies and adherence to external and internal regulations. Formulate capital and operating budgets for the Community Services directorate as well as staff establishment. Manage and direct major activities for processing and reporting of information, to support general operations and management of the Municipality.

Technical Services Department

Position: Director Technical Services (5-year performance-based contract)

Total Remuneration Package: (R769 844 – R864 994 – R960 143)(Ref: 4/1/2/6)

Requirements: Bachelor of Science Degree in Engineering / BTech: Engineering; or equivalent. 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. Compliance with the minimum competency requirements for Local Government Senior Managers as laid down in **Government Notice No 37245** dated 17 January 2014 or alternatively as per the exemption laid down in the **Government Gazette 40593** dated 3 February 2017. Valid Code EB driver's licence.

Added Advantage: Certificate of Competency as recognized in terms of the General Machinery Regulation, 1988. Registration with a recognized relevant engineering professional body.

Knowledge: Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Good understanding of Council operations and delegation of powers. Must have extensive knowledge of public office environment. Must be able to formulate engineering master planning, project management and implementation. Good knowledge governance. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 2000 (Act No 5 of 2000). Ability to be an innovative and strategic leader. Good facilitation and communication skills. Ability to pay attention to detail.

Key Performance Areas: Develop policies, procedures and guidelines to be utilised by the directorate with regard to the operations of infrastructure development and maintenance. Development of strategic way forward for the improvement of service delivery to all stakeholders as well as the detailing of specific focus areas. The incumbent is ultimately responsible for the maintenance and efficient service delivery by the Municipality through effective delegation of functions. Effective people management and motivation of staff. Effective financial and Human Resources Management. Strategic planning of the needs and requirements of the community and its well-being. Ensuring communication of goals, objectives and services level requirements of the community. Responsible for planning, data analysis and capturing, surveying, levelling, and Construction Supervision and Site Inspection. Responsible for provision and coordination of electricity, roads, water and sanitation. Manage, administer, implement, monitor and control all programmes, projects and contracts. Overall management of municipal fleet.

Planning and Development Department

Position: Director Planning and Development (5-year performance-based contract)

Total Remuneration Package: (R769 844 – R864 994 – R960 143)(Ref: 4/1/2/5)

Requirements: Bachelor of Science Degree in Building Sciences / Architect / Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent. 5 years experience at middle management level. Have proven successful Professional Developmental / Town and Regional Planning experience. Extensive and practical knowledge of the Local Government environment. Good understanding of performance management systems applicable to Local Government. Understanding of Municipal Legislative Framework, including Municipal Systems Act, Municipal Finance Management Act, Municipal Structures Act, and other related legislation. Compliance with the minimum competency requirements for Local Government Senior Managers as laid down in the Government Gazette No 37245 dated 17 January 2014 or alternatively as per the exemption as laid down in the Government Gazette 40593 dated 3 February 2017. Valid Code EB driver's licence.

Added Advantage: Project management certificate or diploma; or registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002).

Knowledge: Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000). Knowledge of geographical information systems. Knowledge of spatial, town and development planning. Ability to be an innovative and strategic leader. Good facilitation and communication skills.

Key Performance Area: Responsible for coordination and implementation of the Integrated Development Plan(IDP) and performance thereof. Co-ordinate, monitor, and evaluate the Municipality's IDP projects. Responsible for liaising with community structures, sector departments and all other stakeholders in ensuring that IDP and Local Economic Development(LED) forums are effective and functional. Facilitate, coordinate and manage LED in the Municipality. Develop strategies and compile business plan to secure relevant funding for LED approved projects. Must ensure job creation through labour intensive model (EPWP). Formulate capital and operating budgets for your department as well as staff establishment. Determine municipality/investor relationship by defining and implementing programmes to attract investors in relation to funding offerings within the environment. Manage the Database "one stop" Information Centre, skills development support and funding applications of the municipality. Plan and direct the key performance areas and result indicators for the Planning and Development department associated with the formulation, design and review of the IDP. Provide overall strategic leadership, people management and motivation of staff. Management and provision of services such as IDP, Performance Management System(PMS), LED, and Tourism. Manage and monitoring implementation of social and labour plans of the Municipality. Comply with and enforce all Council Policies, by-laws and related legislation as applicable to the department. Direct and manage the implementation of Spatial Planning and Land Use Management Act and Spatial Development Framework including Town Planning of the Municipality.

Official application form for senior managers obtainable from the Municipal website(www.joemorolong.gov.za), accompanied by the covering letter, detailed CV, and certified copies of qualifications and certificates, must reach the office on or before Monday, 27 November 2017. No facsimile will be accepted. Application must clearly specify the reference number and the post applied for, and be forwarded to the attention of:

**The Municipal Manager
Joe Morolong Local Municipality
Private Bag X117
Mothibistad
8474**

**Further information can be obtained from Mr M. Segami, Manager: Human Resources @
Tel: (053) 773 9300.**

Shortlisted applicants will be subjected to security checks, verification of qualifications and competency assessment. The municipality reserves the right to re-advertise or not to appoint any applicant to these positions.

**T Tlhoale
Municipal Manager**

Joe Morolong Local Municipality is an equal opportunity and affirmative action employer