

Winnie Madikizela-Mandela Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager

Tel: 039 251 0230
Fax: 039 251 0917

EXTERNAL ADVERT

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

- 1. POST: SENIOR MANAGER: CORPORATE SERVICES**
DEPARTMENT: CORPORATE SERVICES
CONTRACT: PERMANENT
REFERENCE: WMMLM/SMCS02
REMUNERATION: ALL INCLUSIVE REMUNERATION WILL BE PAID IN ACCORDANCE WITH THE DETERMINATION OF UPPER LIMITS ISSUED BY THE MINISTER OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS, GOVERNMENT NOTICE 47538 OF 18 NOVEMBER 2022.

REQUIREMENTS AND KNOWLEDGE

- ✓ Grade 12;
- ✓ Bachelor Degree in Public Administration/Management Sciences/ Human Resources/ Law; or equivalent (NQF Level 7);
- ✓ A Post Graduate Degree will be an added advantage;
- ✓ Five (5) years' working experience at middle management level;
- ✓ Have proven successful management experience in administration;
- ✓ The ability to develop, implement and manage strategic goals, policies, procedures and plans for the directorate and align them with the strategic objectives of the municipality;
- ✓ Certificate in Municipal Finance Management Programme as prescribed by National Treasury will be an added advantage;
- ✓ Extensive knowledge of local government legislation policies, standards and procedures including finance management and

- ✓ Valid drivers' license.

COMPETENCIES

- ✓ Sound knowledge of municipal financial management;
- ✓ Clear understanding of the developmental challenges facing local government;
- ✓ Sound visionary, strong leadership and management skills and strategic thinking;
- ✓ The ability to integrate the service delivery in context of the Council's IDP and oversee the budget and implementation;
- ✓ Strategic and leadership capabilities;
- ✓ Policy conceptualization and formulation;
- ✓ Monitoring and evaluation;
- ✓ Good communication skills and
- ✓ Sound understanding of the legal and legislative framework in which local government operates.

KEY PERFORMANCE AREAS

- ✓ Leading and directing the Corporate Services Directorate;
- ✓ Ensure that the municipality is provided with an effective and efficient support services regarding administration, human resources and information technology;
- ✓ Managing the directorate's budget planning, implementation and budget review to support priorities and deliveries in the context of IDP;
- ✓ Advising the Municipal Manager timeously and effectively on matters pertaining to the Directorate;
- ✓ Preparing and controlling the Directorate's budget;
- ✓ Provide visionary and innovative leadership to diverse workforce, to ensure optimal utilization of the Council's resources in terms of implementing its strategic objectives articulated in the fulfilment of its legislative mandate;
- ✓ Manage human resources portfolio in accordance with labour legislation and collective agreements;
- ✓ Implement integrated development plan and strategic goals of the directorate;
- ✓ Provide support and advice to the Council and Municipal Manager and
- ✓ Implement service delivery implementation plan

2. POST: SENIOR MANAGER: DEVELOPMENT PLANNING
DEPARTMENT: DEVELOPMENT PLANNING
CONTRACT: PERMANENT
REFERENCE: WMMLM/SMDP
REMUNERATION: ALL INCLUSIVE REMUNERATION WILL BE PAID IN ACCORDANCE WITH THE DETERMINATION OF UPPER LIMITS ISSUED BY THE MINISTER OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS, GOVERNMENT NOTICE 47538 OF 18 NOVEMBER 2022.

REQUIREMENTS AND KNOWLEDGE

- ✓ Grade 12;
- ✓ Bachelor of Science Degree in Building Science/ Architect/ Bachelor Degree in Town and Regional Planning or Developmental Studies or equivalent (NQF Level 7);
- ✓ Five (5) years' working experience at middle management level;
- ✓ Have proven successful Professional Developmental/ Town and Regional Planning experience;
- ✓ Good knowledge and understanding of relevant policy and legislation;
- ✓ Good understanding of institutional governance systems and performance management;
- ✓ Good understanding of supply chain management regulation and the Preferential Procurement Policy Framework Act, 2000 as amended;
- ✓ Knowledge of spatial, town and development planning;
- ✓ Core managerial and occupational competencies, as described in the Municipal Performance Regulations issued in terms of the Municipal Systems Act;
- ✓ Registration as a professional planner in accordance with the Planning Professions Act No. 36 of 2002 will be an added advantage and
- ✓ A valid drivers' license.

COMPETENCIES

- ✓ Excellent communication and presentation skills;
- ✓ Technical aptitude and business acumen;
- ✓ Project/programme management skills;
- ✓ Problem solving skills;

- ✓ Action driven and innovative;
- ✓ Exceptional strategic planning and organizational skills and
- ✓ Sound understanding of the legal and legislative framework in which local government operates.

KEY PERFORMANCE AREAS

- ✓ Manage complex LED programmes and ensure proper integration to the local municipality's overall plan (IDP);
- ✓ Perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the department with in the budgetary constraints of the municipality;
- ✓ Manage the budget an assets assigned to the department;
- ✓ Provide professional advisory services to the municipality;
- ✓ Develop planning and development related to ensure that they meet the objectives in line with the municipality's requirements and resources;
- ✓ Provide council support on issues related to legislation;
- ✓ Development of Town Planning Strategy;
- ✓ Co-ordinate development of Spatial Development Framework and all spatial development initiatives;
- ✓ Co-ordinates housing development and property valuation and
- ✓ Ensure compliance with the relevant environmental legislations.

OTHER KEY REQUIREMENTS

- ✓ Qualification and SA citizenship checks will be done on all short-listed candidates;
- ✓ Security vetting will be conducted;
- ✓ Competence assessments will be conducted.

IMPORTANT NOTICE TO APPLICANTS

- ✓ No late application will be considered;
- ✓ Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: hr@mbizana.gov.za. For more information please contact: Ms. N. Mshweshwe on 039-251 0230, alternatively 082 370 7529 during office hours. **Closing date: 28.01.2023** @ 12pm.

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.



L. Mahlaka
MUNICIPAL MANAGER