

LOCAL MUNICIPALITY

A fast growing and financially sound Municipality, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

Suitably qualified candidates are invited to apply for the following position/s before the closing date of:

CLOSING DATE: 17 AUGUST 2018

DIRECTORATE: OFFICE OF THE MAYOR

ASSISTANT DIRECTOR: YOUTH DEVELOPMENT - FIVE (5) YEARS FIXED CONTRACT (RE-ADVETISEMENT)

DEPARTMENT: OFFICE OF THE MAYOR

POST LEVEL: 3

SALARYSCALE: R437 565 p.a.

BENEFITS OFFERED: Medical aid, Pension Fund and Housing allowance. Cell phone allowance and 850km p/m Travel allowance.

QUALIFICATIONS/ REQUIREMENTS: A relevant National Diploma (NQF 6). Two (2) years' experience in youth activities. Demonstrate an understanding of youth development programmes. Valid Code 8 (B) driver's license.

KEY RESPONSIBILITIES: Developing principles and guidelines and make recommendations to the Municipality regarding such guidelines, for the implementation of Youth Development Policy. Coordinating, directing and monitoring the implementation of Youth Policy. Maintain close liaison with institutions of youth development, government departments, bodies or authorities which have established to foster common policies and practices and to promote co-operation. Coordinating the activities of the various provincial government institutions involved in youth matters and to link those activities to an integrated local youth development policy. To develop appropriate strategy that will enable the municipality to meet its policy commitments and legal obligations to the youth. To conduct or commission meaningful, period research into youth development and its impact in the municipality. To coordinate youth summit as may be dictated by the policy of the municipality. To manage projects for, and report on, various interventions aimed at youth development. To develop mechanism such as scorecards or indicators for monitoring and evaluation of the municipality's performance on youth development. Initiate programmes and projects and ensure their inclusion in the Integrated Development Plan (IDP) of the municipality including its regular updates and amendments. To provide a platform for advocacy, public information and planning for the youth structures in the municipality. To provide a stakeholder liaison and representation function on youth matters on behalf of the management at regional and national levels. Compliance to relevant legislation. To perform any other duties given by the supervisor.

CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES: Computer Literacy. Good communication skills. Knowledge of local languages. Interpersonal relations. Organizing skills Report writing skills. Must be able to work diligently and independently. Willingness to work irregular hours.

REF: 0011

DIRECTORATE: FINANCIAL SERVICES

SENIOR ACCOUNTANT: PROCUREMENT COMPLIANCE AND VERIFICATION

DEPARTMENT: FINANCIAL SERVICES – SUPPLY CHAIN MANAGEMENT

POST LEVEL: 5

SALARY SCALE: R368 307/ R377 559/ R387 042 p.a. (excluding benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: National Diploma in Supply Chain Management/ Supply Chain and Logistic Management/ Transport & Supply Chain Management/ Purchasing, Sourcing & Supply Chain Management/ Financial Management/ Accounting. Computer proficiency in MS Office. Sound knowledge of local government finance, MFMA, GRAP Standards and other applicable legislation. A minimum of four (4) years relevant experience in supply chain management environment. A valid code B driver's license. Good report writing and supervisory skills. CPMD unit standards certificate would be an added advantage.

KEY PERFORMANCE AREAS: Responsible to ensure compliance and verify all procurement transactions for soliciting, evaluation and awarding. Responsible to ensure compliance and correct allocations of all transactions in line with the budget and mSCOA. Responsible to prepare all monthly and quarterly supply chain management reports. Responsible to manage and maintain financial system supplier database in line with central approved supplier database. Responsible for bid evaluation meetings.

REF: 2903

DIRECTORATE: CORPORATE SERVICES

PERFORMANCE MANAGEMENT SERVICE COORDINATOR

DEPARTMENT: HUMAN RESOURCE MANAGEMENT

POST LEVEL: 07

SALARY SCALE: R 287 436; R302 076; R317 400 p.a. (excluding benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance

REQUIREMENTS: Relevant National Diploma in Human Resources or relevant National Diploma (NQF Level 6). 2-3 years relevant experience within the PMS and HR environments. Computer Literate. Ability to work under pressure. Good organizing skills. Knowledge of performance plans and regulations.

KEY PERFORMANCE AREAS: To provide support to departments in relation to PMS and other HR related enquiries. Assist in the performance assessment process. Responsible for the PMS administration and the coordination of the process. Ensure compliance to deadlines. Drafting of performance plans. Compiling of reports. Implement and comply with relevant legislation.

REF: 1014

PLEASE NOTE:

1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers as well as academic institutions.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
5. Applications must be submitted on the prescribed form (available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za") or by means of a detailed Curriculum Vitae and Covering Letter, together with certified copies of qualifications or certificates and identity document to:
Human Resources Management, P O Box 14, Middelburg, 1050.
Courier Address: Human Resources Management, Ground Floor, CNR Walter Sisulu Street and Wanders Avenue, Middelburg
Further Enquiries: Human Resources Management: Tel: (013) 249 7000.
6. Incomplete or incorrect information on an application form or CV form will disqualify an applicant.
- 7. Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date.**