



STEVE TSHWETE 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: 16 NOVEMBER 2018

DIRECTORATE: FINANCIAL SERVICES

DIRECTOR: FINANCIAL SERVICES (RE-ADVERTISEMENT)

DEPARTMENT: FINANCIAL SERVICES

POST LEVEL: 01

SALARY SCALE: R601 773 p.a. (excluding benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance and 850 km/pm Travel allowance

REQUIREMENTS: Bachelor's Degree (NQF 7) in Accounting or Economics or Public Finance Management & Administration. Minimum of 8-10 year's experience in financial management of which at least 3 years should be at management level. Computer Literacy and proficient in all Microsoft applications. Proficiency in competency areas as prescribed in the minimum competency levels regulation will serve as an advantage. General knowledge of MFMA and applicable legislation. Knowledge of performance and risk management. Leadership and capacity building skills. Sound coordination of financial governance, management and accounting. Good presentation and communication (verbal & written) skills. Professional registration would be an added advantage. Valid code B driver's license.

KEY PERFORMANCE AREAS: Support the CFO with efficient and effective management of all financial discipline (revenue, expenditure, employee related costs, customer care and supply chain management). Responsible for debt (short and long term) management. Responsible for cash management and investments. Responsible to ensure that the municipal budget and annual financial statements are prepared according to GRAP standards and legislation. Assist with people management to achieve performance indicators as well as sound labour relations. Develop, implement and coordinate internal controls and work procedures within the financial department. Responsible to manage projects and programmes with the Finance department. Oversee and monitor of system changes and implementation or application of new systems. Monitor administration requirements. Interpret, improve and develop policies including implementation and management thereof. Ensure performance indicators, targets and SDBIP's are implemented. Obtain information, analyze and submit monthly management reports. Responsible for risk management and occupational health and safety within the department. Ensure MSCOA compliance.

PLEASE NOTE: Previous applicants do not need to re-apply.

REF: 2208

**CHIEF ACCOUNTANT: TRANSACTION VERIFICATION & CONTROL
DEPARTMENT: FINANCIAL SERVICES: REVENUE
POST LEVEL: 04**

SALARY SCALE: R424 044/ R434 655 p.a. (excluding benefits)

Benefits offered: Contribution to medical aid, pension fund and housing

Requirements: Relevant tertiary education equivalent to NQF level 6 Or higher. National Diploma or higher in internal Auditing or Auditing or Accounting. Municipal Finance Management Programme (CPMD) certificate will be advantageous. Computer literate-MS Office. Sound knowledge of local government finance, MFMA and other applicable legislation. At least 4 years local government financial accounting as well as supervisory experience .Driver's license

Key performance areas: Managing transaction verification and control section. Conduct inspections by verifying accuracy of information, controls and calculation on:

- All payment in line with supply chain management policies
- Monthly pay roll
- Debtor account corrections
- Clearance figures
- Sundry debtor account

REF: 2007

DIRECTORATE: CORPORATE SERVICES

**CHIEF ADMINISTRATIVE OFFICER: PROPERTIES
DEPARTMENT: LEGAL AND ADMINISTRATION
POST LEVEL: 04**

SALARY SCALE: R424 044/ R434 655 p.a. (excluding benefits)

Benefits offered: Contribution to Medical Aid, Pension Fund and Housing allowance, Plus 550 km/pm Travel allowance.

Requirements: Relevant B Degree in Law or equivalent (NQF 7) qualification. 3 (Three) years relevant experience in local Government. Valid code B driver's license.

Key performance areas: Responsible for alienation of municipal property by compiling contracts & agenda items/ reports to council's committees, attending to administrative matters of a property nature as well as implementation of council resolutions

REF: 1005

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

DIRECTOR: CIVIL ENGINEERING SERVICES

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 01

BASIC SALARY: R601 773 p.a. (excluding benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance and 850 km/pm Travel allowance and Scarcity allowance as per Council Resolution.

JOB PURPOSE: Manage, control and administration of Water and Sanitation and Roads and Storm Water for areas within the Municipality.

REQUIREMENTS: B-Tech in Civil engineering /Bsc in Civil Engineering. (10) years relevant experience in the Civil Engineering Environment. Experience in a municipal environment would be an advantage. Registered with a professional Body (ECSA) as a Professional Engineer or Professional Engineering Technologist will be an added advantage. Be computer literate. Valid code B driver's license. Required to sign a performance agreement.

PREFERRED REQUIREMENTS: At least 10 years experience in the water, waste water and/or roads and storm water. Experience in project and asset management is a prerequisite for the appointment. At least 2 years proven managerial experience and 5 years supervisory experience is required.

KEY PERFORMANCE AREAS:

- To manage the provisioning of Civil Engineering Services together with two Deputy and four Assistant Directors.
- Financial control – compiles, manage and control of Capital and Operational budgets to ensure economical and sound financial viability in the Department.
- Manage and control of the Civil Engineering department assets.
- Manage and control of the consumer complaints received for punctual and proper attention.
- Manage and control of administrative responsibilities to ensure effective administration of the department.
- Management of existing water treatment works and the reticulation networks to ensure a reliable and safe water supply to consumers.
- Management of water storage facilities of the Municipality.
- Oversee the process Designing and execution of Capital projects.
- Prepare and control personnel matters, OHS etc.
- Responsible for some of the designs and construction for Capital Projects.
- Prepare various reports on the activities in the Department.
- Manage and monitor the Service Standards in the Department

REF: 5000

**ASSISTANT DIRECTOR: WATER & WASTEWATER WORKS
(RE-ADVERTISEMENT)**

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 03

SALARY SCALE: R468 195 p.a. (excluding benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Plus 850 km/pm Travel allowance and Cellphone allowance

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Plus 850 km/pm Travel allowance and Cellphone allowance and Scarcity allowance.

REQUIREMENTS: Bachelor of Engineering / BSc Civil Engineering PLUS 5-8 years relevant work experience of which 3 years should be in project management and 3 years supervisory experience. Experience in a municipal environment will be an advantage. Computer literacy (MS Office). A valid code B driver's license.

KEY PERFORMANCE AREAS: Develop contracts for the service providers and manage the contracts if there are any which entered into in order to comply with the relevant legislation and account for all the transaction. Drafts monthly reports on the expenditure of the budgets. Draft monthly operations and maintenance report. Responsible for the overseeing of the design for the bulk distribution network and water and waste water plant. Responsible for programme and project management. Participate in risk assessments, planning and risk mitigating initiatives. Water quality management of seven drinking water supply systems, four wastewater treatment works and various borehole water supply systems. Manage municipal water services laboratory. Oversee operation and maintenance of water and wastewater treatment works in line with Blue and Green Drop Certification requirements, license conditions of the Works and municipal services standards. Develop and maintain compliance monitoring systems for all water works. Manage assets within the Water Works. Participate in catchment management activities, BDS, GDS and other forums on behalf of the Municipality. Prepare, submit, manage and monthly reporting on the SDBIP of water quality unit. Perform personnel administration activities within Water Quality Section including OHS. Develop procurement specifications for capital infrastructure projects and project management.

REF: 5016

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.