



# 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: 10 AUGUST 2018**

## **DIRECTORATE: FINANCIAL SERVICES**

### **DIRECTOR: FINANCIAL SERVICES (RE-ADVERTISEMENT)**

**DEPARTMENT: FINANCIAL SERVICES**

**POST LEVEL: 01**

**SALARY SCALE: R562 404 p.a. (excluding benefits)/ (Total Package of R940 000 p.a. including 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 5-6 years 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**

## DIRECTORATE: CORPORATE SERVICES

### **SENIOR HUMAN RESOURCE OFFICER (EMPLOYEE RELATIONS)**

**DEPARTMENT: HUMAN RESOURCES MANAGEMENT**

**POST LEVEL: 05**

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

**BENEFITS OFFERED:** Contribution to Medical Aid, Pension Fund and Housing and 550 km/pm travel allowance.

**REQUIREMENTS:** B. Degree qualification in Human Resources/Labour Relations OR equivalent qualification Plus five (5) years relevant experience. Must have good negotiation skills as well as verbal and written communication skills. Sound knowledge of Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act as well as other HR related legislation. Computer literacy and a valid code B driver's license. It will be expected of the person to be in possession of his/her own vehicle.

**KEY PERFORMANCE AREAS:** Manage and maintain sound labour relations. Advise management on grievance, disciplinary disputes and other labour relations matters. Prepare and submit Employment Equity reports. Assist with preparations, submissions and implementation of Workplace Skills Plan and Reports. Administrative and advisory functions for Local Labour Forum. Handle disputes and consultative processes. Represent Council at SALGBC and CCMA on labour Relation Matters. Compile labour related policies and procedures.

**REF: 0111**

## DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

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

**DEPARTMENT: CIVIL ENGINEERING SERVICES**

**POST LEVEL: 03**

**SALARY SCALE: R437 565 p.a. (excluding benefits)**

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

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**REQUIREMENTS:** National Diploma: Civil Engineering PLUS 8-10 Years relevant experience OR B. Degree Water Engineering PLUS 5-7 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.

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

**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.**