



MARULENG MUNICIPALITY

65 SPRINGBOK
STREET
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HOEDSPRUIT
1380

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ENQ: DIRECTOR CORPORATE
SERVICES

MOPANI DISTRICT

CORPORATE SERVICES

Applications are invited from suitable qualified and experience candidates to fill the following vacant positions:

POSITION: MUNICIPAL MANAGER

Salary: All-inclusive package from R1 030 759.00; R1 141 500.00; R1 267 066.00 per annum as per Government Gazette No. 43122 dated 20 March 2020, Vol.351 (Upper limits of total remuneration packages to municipal managers and managers directly accountable to municipal managers). Five (05) year fixed term performance-based contract not exceeding one year after the election of the next council of the municipality. The successful candidate will be subjected to signing of an employment contract, a performance agreement and disclosure of financial interest; the need to undergo security vetting and competency assessment. Stationed at Maruleng Local Municipality, 65 Springbok Street, Hoedspruit.

REQUIREMENTS: A Bachelor's Degree in Public Administration, Political Sciences, Social Sciences, Law or equivalent. Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) will be an added advantage. Minimum five (5) years relevant experience at senior management level and have proven successful institutional transformation within public or private sector. A postgraduate qualification will be added advantage. A code EB driver's license. Computer literacy.

COMPETENCIES: Meet minimum competency levels as per MFMA as well as competency requirements by MSA. Advanced knowledge and understanding or relevant policy and legislation. Advance understanding of institutional governance systems and performance management. Advanced understanding of council operations and delegation of powers. Good governance. Audit and risk management establishment and functionality. Budget and finance management. Must possess proven skills in respect of planning and organizing, problem solving, presentation, conflict resolution, communication, strategic leadership, financial management, governance, risk and change management, program and project management, and people management.

KEY PERFORMANCE AREAS: The successful candidate will be responsible and accountable for the following: An economical; effective; efficient and accountable administration. Managing the municipality's administration in accordance with the Municipal Systems Act and other legislations applicable to local government. Implementing the municipality's Integrated Development Plan (IDP), and monitoring progress with the implementation of the plan. Managing the provision of services to the local community in a sustainable and equitable manner. Appoint staff other than those referred in section 56 of the Municipal Systems Act. Maintaining discipline of staff, promoting sound labour

relations and compliance by the Municipality with applicable labour legislation. Advising the political office bearers. Developing and maintaining a system whereby community satisfaction with Municipal services is assessed. Implementing National and Provincial legislation applicable to the Municipality, and performing other function that may be assigned by the Municipal Council. Administering and implementing the Municipality's By-laws and other legislations. Being responsible for all income and expenditure of the Municipality, all assets, the discharge of liabilities and proper diligent compliance with applicable Municipal Finance Management Act. Implementing strategic goals of the municipality through cooperation and innovative teamwork.

POSITION: CHIEF FINANCIAL OFFICER

Salary: All-inclusive package from R846 307.00; R950 907.00; R1 040 327.00 per annum as per Government Gazette No. 43122 dated 20 March 2020, Vol.351 (Upper limits of total remuneration packages to municipal managers and managers directly accountable to municipal managers). Five (05) fixed contract. Five (05) year fixed term performance based contract not exceeding one year after the election of the next council of the municipality. The successful candidates will be subjected to signing of an employment contract, a performance agreement and disclosure of financial interest; the need to undergo security vetting and competency assessment. Stationed at Maruleng Local Municipality, 65 Springbok Street, Hoedspruit.

REQUIREMENTS: A Bachelor degree in Accounting, Finance, or Economics or a relevant qualification registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits. Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) will be an added advantage. A post-graduate degree in a related field will be an added advantage. Minimum of (05) years' experience at middle management levels. A code EB driver's license. Computer literacy.

KNOWLEDGE AND COMPETENCIES: Meet minimum competency levels as per MFMA as well as Local Government: Regulations on Appointment and Conditions of Senior Managers as published in Government Notice No.21 Government Gazette No. 37245 of January 2014. Strategic direction and leadership; People management, Program and project management, financial management; change and governance leadership, planning and organizing, analysis and innovation, knowledge and information management; communication as well as result and quality focus. Financial Management and prescripts, guidelines and standards, Treasury Regulations and King Report on Corporate Governance; Understanding of relevant policies and legislations; 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).

KEY PERFORMANCE AREAS: Reporting to the Municipal Manager; The incumbent will be responsible to lead, direct and manage staff within the Financial Services department so that they are able to meet their departmental and organizational objectives. Provide strategic leadership, support and advise to the Municipality regarding financial management functions as prescribed by the Municipal Finance Management Act, Act No.56 of 2003 (MFMA), Treasury Regulations and other financial prescripts; Overall management of the budget; Develop and implement key strategic business plans including supply chain management, Revenue Management, Expenditure Management and Budget and Reporting; Prepare and implement municipal budget; Prepare annual financial statements and other mandatory financial management reports. Establish and maintain financial policies, practices and procedures for the Municipality; Perform duties and functions delegated to the Chief Financial Officer

in line with the MFMA and as delegated by the Accounting Officer. Prepare and submit required reports to the Municipal Manager and relevant municipal structures; Ensure support to category B Municipalities in the district on corporate related matters; Develop and implement the Department's Service Delivery and Budget Implementation Plan (SDBIP).

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions. Short listed candidates will be required to produce original copies of qualifications on or before the appointment. Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing.

Applicants must use annexure C (Application form) of the Local Government: Regulations on appointment and conditions of employment of senior managers obtained from our website: www.maruleng.gov.za. All applications must indicate the position you are applying for including a comprehensive CV with at least three contactable references and email addresses of the referees, certified copies of qualifications and identity document should be directed to: **The Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit 1380**. Faxed, Late, and Z83 applications will not be considered. Closing date for applications 04 March 2022. Direct your enquiries to Director Corporate Services @ 015 793 2409/ 015 590 1690.

