



Beaufort West Municipality

Notice Nr. 55/2017



The Municipality of Beaufort West, main centre of the Central Karoo, as an equal opportunity employer, hereby invited suitably qualified individuals with enthusiasm for the following career opportunity:

MUNICIPAL MANAGER

Appointment will be on a 5 (five-year), fixed-term performance contract

Remuneration: Paid in terms of Government Gazette 40118 dated 4 July 2016 –

Minimum Package: R885,394 – Mid Point – R994,824 – Maximum – R1,042,255 per annum.

Requirements: Bachelor Degree in Public Administration / Political Sciences / Law; or equivalent * **Municipal Minimum Competency Requirements for Local Government completed or to be completed within 18 months from date of appointment, as per Regulations in Government Notice (if completed, certified proof MUST be attached to application)** * 5 years' relevant experience at a senior management level and have proven successful institutional transformation within public or private sector * Advanced knowledge and understanding of relevant policy and legislation * Advanced 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.

Key Competencies: Strategic capability, organizing and presentation skills * Communication Skills * Interpersonal skills * Programme and Project Management skills * Financial management * Problem solving management * People management and empowerment * Service delivery and innovation * Knowledge of Performance Management * Partnership and Stakeholder relations * Knowledge of intergovernmental relations

Key Performance Areas: To assume responsibilities as the Accounting Officer and Head of Administration * To provide strategic leadership for the municipality to achieve its mandate * Responsible for formation and development of effective, efficient, economically viable and accountable administration through management of all internal municipal departments * Render strategic leadership during development of IDP and monitor progress in terms of implementation * Manage municipality's administration in accordance with the MFMA, Constitution, Local Municipal Structures Act, Local Government Municipal Systems Act and other applicable legislation * Ensure council's decisions and municipal by-laws are implemented effectively and efficiently * Ensure sound financial management and compliance to local government municipal finance act * Ensure sound corporative governance * Manage provision to local communities in a sustainable and equitable manner * Promote sound labour relations * Provide sound advisory and strategic support to Executive Mayor and all political structures of council.

DIRECTOR: FINANCIAL SERVICES

Appointment will be on a 5 (five-year), fixed-term performance contract

Remuneration: Paid in terms of Government Gazette 40118 dated 4 July 2016 –

Minimum Package: R726,954 – Mid – R816,803 – Maximum – R906,651 per annum

Requirements & Qualifications:

At least NQF Level 6 in the fields of Accounting, Finance or Economics or Certificate in Municipal Financial Management (SAQA qualification ID No. 48965 * **Municipal Minimum Competency Requirements for Local Government completed or to be completed within 18 months from date of appointment, as per Regulations in Government Notice (if completed certified proof MUST be attached to application)** Registration/registrable with a relevant professional body * Knowledge of Local Government Finance * Minimum of 5 years' experience at senior management level * Computer Literacy * Effective Communication Skills in at least two of the three official languages of the Western Cape (English, Afrikaans, Xhosa) * Strategic Thinking Skills * Positive Attitude * Valid Code B driver's license

Focus Areas: Revenue & Expenditure / Financial Management Services

Key Performance Areas: Managing the Financial Services Department * Developing, implementing and managing strategies which will impact positively on the financial performance of the Beaufort West Municipality * Ensuring the accurate execution of municipal functions in compliance with relevant legislation * Overhead accountability for all revenue and income, assets and settlement of liabilities * Meticulous execution of Council policies * Compiling financial statements and applying budgetary control measures * Implementing generally accepted municipal accounting practice within relevant legislation * Responsible for the performance management system of the Department * Supervising the implementation of elements of the IDP within the Department * Controlling efficient budget management and control of the Department * Establishing and maintaining a sound quality management system in accordance with relevant legislation, policies practices and standards * Performing statutory duties and exercising delegated authority * Supply chain management, ratings & tariffs, equitable share and financial viability monitoring.

Director: Engineering Services

This appointment is **five (5) year** performance based contract.

Remuneration: Paid in terms of Government Gazette 40118 dated 4 July 2016.

Minimum package: R726,954.00 – Mid – R816,803.00 – Maximum – R906,651.00 per annum

Qualifications and Requirements:

- * Bachelor of Science degree in Engineering / BTech: Engineering or equivalent;
- * **Municipal Minimum Competency requirements for Local Government completed or to be completed within 18 months from date of appointment, as per Regulations in Government Notice (if completed certified proof must be attached);**
- * Minimum five (5) years' experience at Senior Management level; and
- * Registration / registrable with a relevant professional body.

Knowledge in the following area:

- * Good knowledge and understanding of relevant policies and legislation;
- * Good knowledge and understanding of Institutional Governance Systems and Performance Management;
- * Must have extensive knowledge of the Public Office Environment;
- * Must be able to formulate engineering master planning, Project Management and Implementation; and
- * Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act.

Key performance areas:

- * To manage infrastructure services provisioning to ensure the rendering of sustainable and affordable services to the community;
- * Manage the construction, repair and maintenance and operational processes with regard to water and waste water networks;
- * Manage the construction repair and maintenance and operational processes with regard to roads, storm water and building maintenance;
- * Manage the rendering of spatial and land use planning and building control; and
- * Provide project program management planning, technical support and GIS services.

The positions are located at the Beaufort West Municipality offices

The applications for the above positions must be accompanied by a detailed CV and completed prescribed application form for directors obtainable from our website – www.beaufortwestmun.co.za or Human Resource Section, together with your certified copies of qualifications, ID and drivers' license (including details of at least three (3) contactable references).

The Acting Municipal Manager, Private Bag 582, Beaufort West 6970

Hand deliver: The Acting Municipal Manager, 112 Donkin Street, Beaufort West 6970

Please note that the appointment is subjected to disclosure of financial interest. Candidates will have to undergo competency based assessment and security vetting. The successful candidate will be subjected to the signing of an Annual Performance Agreement and an Employment Contract.

Enquiries can be directed to the Director: Corporate Services at 023-414-8100.

Closing Date: Friday 23 June 2017

Please Note: Applications will not be acknowledged in writing and copies of supporting documents will not be returned. Only short-listed candidates will be contacted. Should candidates not be contacted within three (3) months of the closing date, they may accept that their application was unsuccessful. Council reserves the right not to make or confirm appointments. Canvassing for appointment will result in disqualification. **No late, fax or e-mail applications will be accepted.**