



EPHRAIM MOGALE LOCAL MUNICIPALITY

Ephraim Mogale

Local Municipality

CAREER

Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned post. Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act. People living with disabilities, Coloureds, Indians and women are encouraged to apply.

RE-ADVERTISEMENT OF POSITIONS

**DEPARTMENT: OFFICE OF MUNICIPAL MANAGER
(MARBLE HALL OFFICE)**

DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT

Reporting to: Municipal Manager

Remuneration will be as follows: Minimum total remuneration package: R 726 954.00 • **Midpoint total remuneration package:** R 816 803.00 • **Maximum total remuneration package:** R 906 651.00

Employment terms: A five years fixed term employment contract with the signing of performance contract and disclosure of financial interest in terms of municipal systems act 32 of 2000 as amended by Act 7 of 2011. The candidates recommended for appointment will have to undergo the competency assessment test.

Requirements: Minimum qualification of an appropriate Bachelor of Science Degree in Building Sciences/ Architect/Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent

- Minimum of 5 years' experience at middle management level
- Proven successful professional developmental/ town and regional planning experience
- Good knowledge and understanding of relevant policy documents
- Good understanding of institutional governance systems and performance management
- Good knowledge of Supply Chain management and Preferential Procurement Policy Framework Act of 2000 (Act No 5 of 2000)
- Knowledge of geographical information system
- Knowledge of spatial; town and development planning
- Ability to provide strategic and innovative leadership
- Proven ability to communicate and negotiate in all spheres of Government, private sector and with international donors
- Project Management skills
- Computer Literacy and Valid driver's license
- Requirement for senior officials e.g. Certificate Programme in Municipal Financial Management Development (CPMD) or Municipal Finance Management Programme (MFMP)
- Project Management Certificate or Diploma; or Registration as a Professional Planner in accordance with the Planning Professions Act 2002 (Act No 36 of 2002) and Executive Leadership Management Development Programme (ELMDP) will be an added advantage.

Core Competencies (Responsibilities/ duties): Reporting to Municipal Manager, the incumbent will direct and manage activities of Department

- Planning and Economic Development which include responsibilities such as Coordinating and facilitating for strategic planning of the economic development process as well as management of LED
- Initiatives for SMME's tourism development, economic policy and research including investments and trade promotions
- Developing; implementing and managing strategies and spatial plans; Town Planning and Township establishment as well as Housing matters
- Poverty alleviation
- Promoting social and economic development and knowledge of the eight Batho Pele Principles
- Developing organizational and departmental vision and strategies and ensuring implementation thereof
- Directing, leading and managing performance of employees in the Department
- Directing planning and managing utilization of resources in order to perform relevant departmental activities
- Directing; developing and monitoring systems, policies, procedures and processes to ensure correct working operations and practices within the Department
- Good knowledge

and understanding of institutional governance systems and performance management.

DEPARTMENT: BUDGET AND TREASURY

MANAGER FINANCIAL REPORTING

Reporting To: Director Budget and Treasury (CFO)

Remuneration: R 353 772.20 P/A

Requirements: At least NQF level 5 in fields of Accounting • Finance or Economics OR National Diploma: Public Finance Management and Administration or Equivalent with four years' experience of which at least one year must be at middle management level, Computer Literacy, Ability to handle confidential information, Good Communication Skills • A valid Driver's license • MFMP/CPMD Certificate of competency as per MFMA will be an added advantage, however, the successful candidate must attain the minimum competency level in the unit standards for each competency area within 18 months, from the date of publication of the Notice on exemption (3 February 2017) for an existing official or from the date of appointment for a new appointee

- Knowledge on Munsoft and Caseware systems
- Experience in Compilation of Financial Statements.

Duties / Tasks: Manage monthly / annual closing processes, including reconciliations and analysis of related accounts

- Coordinate, develop and update written policies and procedures over the financial reporting process
- Co-ordinate and manage the process on compilation of Annual Financial Statements in terms of Chapter 12 of the MFMA
- Prepare supporting work papers for financial statement disclosures
- Compile credible monthly, quarterly, mid-year and annual reports and GRAP compliant Financial Statements
- Interpret and assist in guiding the implementation of GRAP and related accounting standards
- Performs monthly audit readiness by coordinating on monthly basis the preparation of the audit file
- Ensure that the prior year audit findings have been substantially addressed
- Ensure that clear trail of supporting documentation is easily available and provided in a timely manner to auditors
- Ensure that the annual financial statements are submitted for auditing as per the legislated deadline (Section 128 of the MFMA)
- Coordinate and facilitate all internal control procedures associated with the compilation of Annual Financial Statements
- Keeps and control the Loans Register
- Full detailed duties available on the website.

Please forward your application on the completed APPLICATION FORM (which can be obtained from municipal website: www.ephraimmogalelm.gov.za and also from any municipality in South Africa); accompanied by CV; certified copies of required qualifications; Identity document and driver's license to the: Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. Faxed and e-mailed applications will not be accepted. More information can be obtained from: The Municipal Manager, at tel: (013) 261 8400 or (013) 261 8425 or (013) 261 8431, during office hours. Ephraim Mogale local municipality reserves the right to fill or not to fill these positions.

NB: Fraudulent qualifications or documentation, including driver's license, will immediately disqualify any applicant. A candidate who canvasses any Councillor or Municipal Officials for preference will immediately be disqualified from the selection process and/or from appointment. Note that Reference check and Security clearance or vetting will be conducted on the shortlisted candidates.

CLOSING DATE: 2ND JUNE 2017.

Should applicants not be notified of the outcome of their application within three (3) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence.

MATHEBELA MM - MUNICIPAL MANAGER