



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned vacancies. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS

POST 1: MUNICIPAL MANAGER

(Three-Year Fixed Term Performance-Based Contract Employment Contract terminating 1 year after the 2016 Local Government Elections)

ANNUAL REMUNERATION PACKAGE: (R 926 720 –R 1 191 500) this is in line with the upper limit of the annual total remuneration packages of Local Government payable to Municipal Manager as per Determination of categorisation of Municipality.

Job Purpose.

- Leadership and Direction of the Administration of a Municipality through effective strategies to fulfil the objectives of Developmental Local Government provided for in the Constitution of the Republic of South Africa and any legislative framework that governs Local Government.
- Foster relationships between the Municipal Council and the Administrative arm of the municipality as well as the key stakeholders and,
- Creating an environment that defines the purpose and role of Local Government as a means to involve people in shaping the future of our communities.

Minimum Requirements:

- Bachelor Degree in Public Administration or Public Management / Social Sciences/ Law; or Equivalent.
- A Certificate in Municipal Financial Management or Certificate Programme in Municipal Development (CPMD) will be an added advantage.
- Relevant Five years proven experience in a senior management position.
- A post-Graduate degree would be an added advantage.
- Extensive and practical knowledge of Local Government.

- Proven experience in Integrated Development Programmes and expertise in dealing with Risk and Fraud Management.
- Ability to communicate and negotiate at all spheres of Government and with all the relevant role players.
- The ability to provide strategic, visionary and innovative leadership.
- Advanced knowledge in institutional governance systems and Performance Management System.
- Have a successful institutional transformation within public or private sector
- Requirements for the post as laid down in the National Treasury Guidelines for Municipal Competency Levels for Accounting Officers of 2007.

Core Financial and Supply Chain Management Competencies

- Strategic Leadership and Management.
- Strategic Financial Management.
- Operational Financial Management.
- Government, ethics and values in financial management.
- Management Reporting.
- Risk and Change Management.
- Project Management.
- Legislation, Policy and Implementation.
- Stakeholder Relations.
- Supply Chain Management.
- Audit and Assurance.
- Development / Design of Institutional Management & Transformation Strategy.

Key Performance Areas:

- Assume responsibilities of an Accounting Officer and Head of Administration.
- Manage the interface with the Executive Mayor and Council so that the Administration is aligned with the priorities of the Council.
- Providing advice and support to the Executive Mayor, Executive Committee and Council in respect of the priorities of the Council.
- Provide leadership and accountability in Audit, Fraud, Risk Management and Governance matters.
- Ensuring Development and Implementation of the Performance Management System as prescribed in the Municipal System Act.
- Facilitating participation by local communities in the affairs of the municipality.
- Strategically manage the use of Council's resources to ensure economic, effective and efficient service delivery.
- Manage the municipality's administration in accordance with the Constitution, Local Government Municipal Structures Act, Municipal Finance Management Act and other applicable legislations.

- Ensure sound co-operative governance and manage provision of services to local communities in a sustainable and equitable manner.
- Promote sound Labour Relations and compliance by the Municipality with applicable Labour Legislations.
- Promoting and developing an economic, efficient and accountable administration.
- Appointing, managing, utilising and training staff and maintaining staff discipline.
- Being responsible for all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality and proper and diligent compliance with applicable Municipal Finance Management legislation.
- Proven experience in Local Economic Development.
NB: A copy of certified valid Driver's License should be provided.

Minimum Requirements:

- Bachelor Degree in Public Administration or Public Management / Social Sciences/ Law; or Equivalent.
- A Certificate in Municipal Financial Management or Certificate Programme in Municipal Development (CPMD) will be an added advantage.
- Relevant Five years proven experience in a senior management position.
- A post-Graduate degree would be an added advantage.

Key Performance Areas:

- Manage the interface with the Executive Mayor and Council so that the A administration is aligned with the priorities of the Council.
- Provide leadership and accountability in Audit, Fraud, Risk Management and Governance matters.
- Ensuring Development and Implementation of the Performance Management System as prescribed in the Municipal System Act.
- Strategically manage the use of Council's resources to ensure economic, effective and efficient service delivery.
- Ensure sound co-operative governance and manage provision of services to local communities in a sustainable and equitable manner.

POST 2: CHIEF FINANCIAL OFFICER :(Five-Year Fixed Term Performance-Based Contract)

ANNUAL REMUNERATION PACKAGE: (R662. 690- R852.020) this is in line with the upper limit of the annual total remuneration packages of Managers directly accountable to Municipal Managers.

MINIMUM QUALIFICATIONS AND EXPERIENCE: A BCom Degree or equivalent in Accounting and / or Financial Management at NQF Level 6 and a Certificate in Municipal Finance Management / SAQA Qualification ID No 48965 or have completed the required 21 Unit Standards by 30 June 2014. A valid Code 08/B driver's license.

- At least 6 years' experience at middle management level preferably within local government
- High Level of Computer Literacy

COMPETENCE/SKILLS REQUIRED: Leadership, Analytical ability, Managerial experience, Strategic Leadership and Management Skills, Strategic Financial Management, Operational Financial Management, Governance, ethics and values in Financial Management, Financial and Performance Reporting, Legislation, Policy and Implementation, Supply Chain Management, Audit and Assurance, Audit and Risk Management Experience, Programme and Programme Management, Change Management, Stakeholders Relations.

KEY PERFORMANCE AREAS: Reporting directly to the Accounting Officer on Strategic Financial Management issues, Provide adequate Financial Management advice to Council, the Accounting Officer as well as the Executive Management Team. Effectively and efficiently implement and manage the financial management systems, Develop and Implement Key Strategies/Business Plans to ensure effective implementation and management of systems, processes, procedures and controls relating to Supply Chain Management, Revenue Management, Expenditure Management and Budget Preparation and Reporting, Prepare Annual Financial Statements and other mandatory Financial Management Reports, Perform duties and functions delegated to the Chief Financial Officer by the Municipal Finance Management Act and as delegated by Council and/or the Accounting Officer, Ensure Legislative, Regulatory, Policy, Practices and Standards compliance. Implement effective processes, support and coordination for the compilation of the Integrated Development Plan, Budget and Service Delivery and Budget Implementation Plan. Strategically engage with Auditors and provide appropriate and timely responses to audit queries, Be responsible for the execution and timely delivery of departmental outputs as outlined in the departmental SDBIP and CFO's Performance Contract, Facilitate stakeholder participation and involvement.

POST 3: HUMAN RESOURCES MANAGER

DIRECTORATE: CORPORATE AND SHARED SERVICES

TASK GRADE: 15

SALARY SCALE: R 327 054- R 424 538 (plus normal council benefits)

JOB PURPOSE: To manage the Human Resources division and to provide HR advice and support to the Municipality and to Council

MINIMUM QUALIFICATION AND EXPERIENCE: A three-year Diploma/B. Degree in Human Resource Management/Public Administration/Labour Law or related field. Minimum of 3-5 years relevant managerial experience in a Human Resource field preferably in Local Government. Code 8 drivers' license is required.

COMPETENCE/SKILLS REQUIRED: Negotiation, Communication, Policy development, Report Writing, Interpersonal, Conflict resolution, Facilitation, Computer literacy and must have attention to detail. Sound knowledge of applicable legislation, i.e. Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act etc.

KEY PERFORMANCE AREAS: Planning, coordinating and management of activities of the Human Resource division to ensure the delivery of HR services such as HR planning, HR provisioning, Condition of service, Industrial Relations and Skills Development. Development of divisional strategies and institutional plans for effective services delivery. Responsible for the management and maintenance of the Performance Management System to ensure optimal work performance. Develops and monitors policies, procedures and processes to ensure correct working operations and practices. Manage the Human Resources Division to ensure compliance with the Corporate Services Directorate Strategic Plan. Manages and provides advice to the Council on Human Resource matters. Promotes good and sound industrial relations environment to ensure labour stability in the Municipality. Manages and administer the implementation of Employment Equity to ensure compliance with the Employment Equity Plan. Manages the training and development of the entire staff of the Municipality in line with the provisions of the Skills Development Act. Overall management of the Occupational Health and Safety of all staff members of the Municipality. Co-ordinates the completion of job analysis and job description for all staff to ensure compliance with the T.A.S.K Agreement.

NOTE: All applications must be made on the Official Makana Municipal Application form accompanied by a comprehensive CV together with certified copies of qualifications and documentation. Same should be posted to the Administrator Ms Pamela Yako, Makana Municipality, P.O Box 176, Grahamstown, 6140. Enquiries: Vuyo Ntshawuzana, H.R Practitioner (E-Mail: vuyontshawuzana@makana.gov.za).

CLOSING DATE: 27 NOVEMBER 2014

MS PAMELA YAKO

ADMINISTRATOR