The Merafong City Local Municipality hereby invites applications from suitably qualified candidates for the following positions:

Executive Director: Corporate & Shared Services  
Chief Financial Officer  
Chief Operations Officer  
Executive Director: Economic Development & Planning  
Executive Director: Community Services  
Executive Director: Infrastructure Services

Enquiries to be directed to the Acting Executive Director: Corporate & Shared Services at 018 788 9503 during office hours.

A detailed application that includes an application form (available from www.merafong.gpg.gov.za under “vacancies” as “application form for employment”), a comprehensive Curriculum Vitae (CV), certified copies of qualifications, driver’s licence and Identity Document.

Applications in a sealed envelope must be hand delivered to the Human Resource Department, Room G29 Municipal Building, Halite Street, Carletonville during office hours only. Applications can also be posted to PO Box 3, Carletonville, 2499. Faxed, e-mailed or applications not made on the applicable application form will not be considered. Late applications will be not considered.

Note: Candidates who are not in possession of the CPMD/MFMP in line with Notice 29967 of 15 June 2007 on Municipal Regulations on Minimum Competency Levels will be given an opportunity to obtain such competency within 18 months; if appointed. Please note that recommended candidates will undergo security vetting including, inter alia, competency assessments, the verification of Curricula Vitae, qualifications and criminal records. The successful candidate will be required to sign an employment contract, annual performance agreement as well as to disclose their financial interests. All positions are stationed at the Municipal Building, Carletonville.

Applicants who submitted applications during the previous advertisements do not need to re-apply for the current re-adverts.

Closing Date: 27 June 2017

Merafong City Local Municipality is an equal opportunity employer and subscribes to employment principles which are non-racial, non-discriminatory, non-sexist and based on merit. Correspondence will be limited to short-listed candidates only. Should you not have heard from us within three months of the closing date of this advert, please consider your application as having been unsuccessful. Failure to comply with the above instructions will lead to disqualification of applicants. The municipality reserves the right not to make an appointment.

R MOHAUDI  
DATE  
ACTING MUNICIPAL MANAGER
POSITION: EXECUTIVE DIRECTOR: CORPORATE & SHARED SERVICES
TOTAL REMUNERATION PACKAGE Minimum R919 508.00 – Midpoint R1 081 733.00 – Maximum R1 244 039.00 (RE-ADVERTISED)
In line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager
This position is a permanent appointment
Ref: CSS1/06/2017

Key Requirements:
*Relevant Degree (NQF Level 7), in Public Administration/Management Sciences/Law or equivalent from a recognised tertiary institution. *Minimum of 7 years work related experience at senior and middle management levels, of which at least 2 years must have been at senior management level * and proven successful institutional transformation within the public or private sector. *Proven track record of managing functions relating to Corporate Support Services. *Extensive and practical knowledge of the Local Government environment. *Good understanding of performance management system applicable to Local Government. *Understanding of Municipal Legislative Framework including Municipal Systems Act, MFMA, Municipal Structures Act and other related legislation. *Certificate in Municipal Finance Management Programme (MFMP) or Certificate Programme in Municipal Development (CPMD) in line with Notice 29967 of 15 June 2007 on Municipal Regulations on Minimum Competency Levels will be an added advantage.

Key Performance Areas:
As the Head of Corporate & Shared Services, the incumbent will take responsibility to the overall performance in the following areas:
*Providing strategic leadership in the Corporate & Shared Services Directorate of the Municipality, which includes human resource management, legal services, information, communication & technology, as well as fleet management. *Developing and continuously evaluating the short- and long-term strategic organisational governance objectives of the Municipality. *Ensuring policy development, research and compliance. *Developing and monitoring systems, procedures and processes to ensure correct working operations and practices. *Providing committee/ secretariat support to Council and its committees. *Coordinating Portfolio Committee meetings and business processes. *Undertaking overall administration of Council records and archiving to ensure compliance with regulatory frameworks. *Providing legal support and administration, including development/review of municipal by-laws, system of delegations, legal advice, etc. *Developing and implementing the departmental SDBIP. *Compiling, implementing, monitoring and reporting on the departmental budget. *Giving inputs and support towards preparation of IDP to ensure alignment and efficient performance. *Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality. *Performing any other function delegated by the Accounting Officer in relation to the department’s roles and responsibilities. *Overseeing HR policy development implementation and review. *Overseeing the provision of support to other departments in relation to Corporate Support Services including Human Resource services, legal services, information, communication % technology, administration and fleet management

Key Competency Areas:
*High level of written and verbal communication skills. *High level of emotional intelligence.  
*Proven ability to communicate and negotiate in all spheres and levels of government. *Ability to meet deadlines. *Attention to detail. *Ability to work under pressure. *Proven ability to provide strategic and innovative leadership. *Strategic thinking and analysis.

Knowledge and Attributes:
*Strategic leadership and management. *Strategic financial management. *Good governance and ethics and values. *A high level of written and verbal communication skills. *A high level of emotional intelligence. *Proven ability to communicate and negotiate in all spheres and levels of government. *Ability to meet deadlines. *Attention to detail. *Ability to work under pressure. *Proven ability to provide strategic and innovative leadership. *Strategic thinking and analysis.

POSITION: CHIEF FINANCIAL OFFICER
TOTAL REMUNERATION PACKAGE Minimum R919 508.00 – Midpoint R1 081 733.00 – Maximum R1 244 039.00
In line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager
This position is a permanent appointment
Ref: CFO2/06/2017

Key Requirements:
*A Degree (NQF Level 7), in Finance/Economics/Accounting from a recognized tertiary institution or qualified Chartered Accountant. *Minimum of 7 years at senior and middle management levels in financial environment, of which at least 2 years must be at senior management level. *Proven track record of managing financial management services. *Good understanding of performance management system applicable to Local Government. *Extensive and practical knowledge of the Local Government environment. *Understanding of Municipal Legislative Framework including, Municipal Systems Act, MFMA, Municipal Structures Act, and other related legislation. *Certificate in Municipal Finance Management Programme (MFMP) or Certificate Program in Municipal Development (CPMD) in line with Minimum Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007 will be an added advantage.

Key Performance Areas:
*Provide strategic leadership for all functional areas in the Financial Department. *Ensure municipality complies with all legislation pertaining to financial management. *Advice the Accounting Officer on the exercise of powers and duties assigned to him/her in terms of the MFMA. *Perform duties such as budgeting, accounting, analysis, financial reporting, cash and debt management, and any other duties as may be delegated by the Accounting Officer in terms of the MFMA. *Develop and implement programmes and strategies to ensure effective and sustainable financial performance and municipal financial viability. *Monitor financial risks and implement an anti-fraud and anti-corruption strategy in support of the Risk Management Unit programmes. *Oversee the review and development of financial management related policies. *Give input towards preparation of the IDP and SDBIP. *Compile relevant reports as required by finance management legislation. *Responsible for ensuring compliance with corporate governance principles within the Financial Services Department.

Knowledge and Attributes:
*Strategic leadership and management. *Strategic financial management. *Good governance and ethics and values. *A high level of written and verbal communication skills. *A high level of emotional intelligence. *Proven ability to communicate and negotiate in all sphere and levels of government. *Ability to meet deadlines. *Attention to detail. *Ability to work under pressure. *Proven ability to provide strategic and innovative leadership. *Strategic thinking and analysis.
POSITION: CHIEF OPERATIONS OFFICER
TOTAL REMUNERATION PACKAGE Minimum R919 508.00 – Midpoint R1 081 733.00 – Maximum R1 244 039.00
In line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager
This position is a permanent appointment
Ref:COO3/06/2017

Key Requirements:
*A Degree (NQF Level 7), in Business Administration/Public Management/Administration/Development Management or equivalent.  *Minimum of 7 years in local government administration at senior and middle management levels, of which a least 2 years must be at senior management level.  *Proven track record of managing functions relating to service delivery.  *Extensive and practical knowledge of the Local Government environment.  *Good understanding of performance management system applicable to Local Government.  *Understanding of Municipal Legislative Framework including, Municipal Systems Act, MFMA, Municipal Structures Act, and other related legislation.  *Certificate in Municipal Finance Management (MFMP) or Certificate program in Municipal Development (CPMD) in line with Minimum Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007 will be an added advantage.

Key Performance Areas:

Knowledge and Attributes:
*Strategic leadership and management.  *Strategic financial management.  *Good governance and ethics and values.  *A high level of written and verbal communication skills.  *A high level of emotional intelligence.  *Proven ability to communicate and negotiate in all sphere and levels of government.  *Ability to meet deadlines.  *Attention to detail.  *Ability to work under pressure.  *Proven ability to provide strategic and innovative leadership.  *Strategic thinking and analysis.
POSITION: EXECUTIVE DIRECTOR: ECONOMIC DEVELOPMENT AND PLANNING
TOTAL REMUNERATION PACKAGE Minimum R919 508.00 – Midpoint R1 081 733.00 – Maximum R1 244 039.00
In line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager
This position is a permanent appointment
Ref: EDP4/06/2017

Key Requirements:
*A Degree (NQF Level 7), in Science, Degree in Building Sciences/Architect/Postgraduate Degree in Town and Regional Planning or Development Studies or equivalent. *Minimum of 7 years in the Economic Development and Planning field at senior and middle management levels, of which at least 2 years must be at senior management level. *Proven successful Professional Development/Town and Regional Planning experience. *Extensive and practical knowledge of the Local Government environment. *Registration as a Professional Planner in terms of the Planning Professions Act 36 of 2002, will be an added advantage. *Good understanding of performance management system applicable to Local Government.

Key Performance Areas:

Knowledge and Attributes:
*Strategic leadership and management. *Strategic financial management. *Good governance and ethics and values. *A high level of written and verbal communication skills. *A high level of emotional intelligence. *Proven ability to communicate and negotiate in all sphere and levels of government. *Ability to meet deadlines. *Attention to detail. *Ability to work under pressure. *Proven ability to provide strategic and innovative leadership. *Strategic thinking and analysis.

POSITION: EXECUTIVE DIRECTOR: COMMUNITY SERVICES
TOTAL REMUNERATION PACKAGE Minimum R919 508.00 – Midpoint R1 081 733.00 – Maximum R1 244 039.00
In line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager
This position is a permanent appointment
CS05/06/2017

Key Requirements:
*A Degree (NQF Level 7), in Social Sciences/Public Administration/Law or equivalent, from a recognized tertiary institution. *Minimum of 7 years in the Local Government Administration in the Community Services field at senior and middle management levels, of which at least 2 years must have been at senior management level Registration with the South African Council for Social Service Professionals or similar recognized relevant professional body will be an

Key Performance Areas:
*Provide strategic leadership in the Community Services Department. *Good knowledge of community services functional areas, namely, health service management, public safety, waste management, parks and recreation management and library services. *Oversee review and development of community services related policies. *Give input towards preparation of the IDP and SDBIP. *Compilation, implementation, monitoring and reporting on departmental budget.

Knowledge and Attributes:
*Strategic leadership and management. *Strategic financial management. *Good governance and ethics and values. *A high level of written and verbal communication skills. *A high level of emotional intelligence. *Proven ability to communicate and negotiate in all sphere and levels of government. *Ability to meet deadlines. *Attention to detail. *Ability to work under pressure. *Proven ability to provide strategic and innovative leadership. *Strategic thinking and analysis.

POSITION: EXECUTIVE DIRECTOR: INFRASTRUCTURE SERVICES

TOTAL REMUNERATION PACKAGE Minimum R919 508.00 – Midpoint R1 081 733.00 – Maximum R1 244 039.00

In line with Government Notice No 381 on TRP payable to Municipal Managers and Managers directly accountable to Municipal Manager

This position is a permanent appointment

Ref: IS6/06/2017

Key Requirements:
*A Degree (NQF Level 7) in Engineering Sciences or BTech: Engineering or equivalent from a recognized tertiary institution. *Registration with the Engineering Council of South Africa as Pr Eng. or Pr Tech Eng., in terms of the Engineering Professions Act. *Minimum of 5 years in the Local Government and Infrastructure Services environment at senior and middle management levels, of which at least 2 years must be at senior management level. 3-4 years must be at professional / management level engineering management experience. *Certificate in Municipal Finance Management Programme (MFMP) or Certificate Program in Municipal Development (CPMD) in line with Minimum Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007 will be an added advantage.

Key Performance Areas:
*Manage complex civil infrastructure projects from planning, design, implementation, contract management, quality assurance and compliance. *Manage the Municipal Infrastructure Grant and other infrastructure projects funding grants. *Manage the provision of services with regards to water and sanitation, electricity, roads and storm-water within the municipal area. *Oversee review and development of infrastructure services related policies. *Give input towards preparation of the IDP and SDBIP. *Compilation, implementation, monitoring and reporting of departmental budget.
Knowledge and Attributes:
* Strategic leadership and management. * Strategic financial management. * Good governance and ethics and values. * A high level of written and verbal communication skills. * A high level of emotional intelligence. * Proven ability to communicate and negotiate in all sphere and levels of government. * Ability to meet deadlines. * Attention to detail. * Ability to work under pressure. * Proven ability to provide strategic and innovative leadership. * Strategic thinking and analysis.