

Msunduzi Municipality



The Msunduzi Municipality, The City of Choice hereby invites applications from competent, innovative and committed individuals for the following positions. The Municipality is committed to the aims of the Employment Equity Act.

SEAT: PIETERMARITZBURG

GENERAL MANAGER: INFRASTRUCTURE SERVICES (5 YEAR CONTRACT)

VAC No: CMO 01/19

Salary

Min: R1 317 315 pa Midpoint: R1 596 747 pa Max: R1 876 176 pa

Qualifications/ Requirements

- A recognized NQF level 7 qualifications in Engineering Science, Electrical Engineering, Civil Engineering, Project Engineering or other related fields.
- A minimum of 7-8 years' experience of which 5 years must be at senior managerial level in an engineering environment.
- Registration with a recognised relevant engineering professional body.
- Thorough knowledge, understanding of relevant policy and legislation, institutional governance systems and performance management along with extensive knowledge of the local government environment
- Certificate in Municipal Finance Management (SAQA Qualification ID no. 48965) or to attain it within 18 months of appointment
- Valid drivers' license

LEADING MANAGERIAL COMPETENCIES

- Strategic Direction and Leadership
- Financial Management
- People Management & Empowerment
- Programme & Project Management
- Risk and Change Management
- Knowledge and Information Management
- Good Governance
- Legislation Policy and Implementation
- Institutional performance management and accountability
- **AREAS OF CONTROL**
- Municipal Infrastructure Planning
- Municipal Fleet Management
- Project Management
- Electricity Distribution
- Water & Sanitation
- Roads and Storm Water

Key Performance Areas

- Manages the Business Unit through leading, planning, organizing and controlling administrative functions thereof
- Ensures compliance and implementation of the strategic needs, resources and interventions
- Compiles reports for submission to the relevant political structures, funders/donors and other stakeholders on the development and implementation of programmes/projects
- Provide strategic oversight, management and administrative leadership to the Business Unit
- To formulate and influence short, medium and long-term service delivery plans to deliver on municipal strategies and goals
- Manage the budget preparation and the implementation process for the Business unit
- Support and implement good governance in the area of responsibility
- Implement and manage the financial reporting process for the Business Unit
- To implement and manage the performance reporting process for the Business Unit
- To undertake risk assessment and guide the risk management for the Business Unit
- Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations/goals

Any successful candidate will be granted a period of 18 months to attain the required competencies subject to the employee meeting the relevant qualification and experience of the post advertised as per Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007 and the MFMA Exemption Notice of March 2014

SENIOR MANAGER (TOWN PLANNING & ENV. MANAGEMENT) (SDE160037)

VAC No: SDE 01/19

Basic Salary

R932 048.59- R1024 811.92pa (T20) per annum

Qualifications/ Requirements

- B.Sc./MSc Degree in Engineering / Town Planning
- Registration as a Professional with the relevant professional body
- Computer Literacy – Office Application
- 7 Years' experience at a management level of which at least 2 years must be at a Senior management level
- A valid Driver's License

Key Performance Requirements

- Manages and directs the key performance areas and result indicators, associated with planning, building of physical, social and economically sustainable communities through land use /spatial planning and development framework, building inspectorate and control.
- Management of strategic municipal property asset and social housing, land survey, formulation of contracts and project plans for approval and execution and application of procedures regulations and standards in order to ensure priorities identified in the integrated Development Plan are afforded adequate attention.

SENIOR MANAGER (DEVELOPMENT SERVICES) (SDE160003)

VAC No: SDE02/19

Basic Salary

R752 901.96- R977 336.54 pa (T19) per annum

Qualifications/ Requirements

- Relevant Bachelor degree
- Degree in Economic Management Sciences will be an advantage
- Post graduate qualification will be an added advantage
- 7 Years' experience at a management level of which at least 2 years must be at a Senior management level
- A valid Driver's license

Key Performance Requirements

- Plan and coordinate key application and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of economic/ business development strategies and initiatives (business licensing, business and economic development)
- Implement policies and procedures
- Investigate trends and current techniques Report on the appropriateness and benefits prior to introduction
- Optimise performance of the economic and business development sections through the development of sound relationship with internal and external clients Interpret development requirement against the capacity of the Business Unit to accomplish immediate, short and longer term service delivery objectives

SENIOR MANAGER (LEGAL SERVICES) (HRC010002)

VAC No: CS 01/19

Basic Salary

R752 901.96- R977 336.54 pa (T19) per annum

Qualifications/ Requirements

- Relevant Legal Degree /LLB/ Equivalent Qualification (NQF level 7)
- Admission as an Attorney or Advocate
- 10 Years' experience in the legal sector of which at least 6 years must be in a Local Government environment
- A valid Driver's license

Key Performance Requirements

- Manage, plan, lead and direct Legal Services for the Municipality through the design, development and alignment of policies, procedures, systems and controls guiding critical Legal Services interventions, applications and outcomes
- Provide Strategic advice on the mission critical initiatives with respect to minimizing legal risk on proactive and re-active basis in

relation to Civil and Criminal Litigation, drafting of Legal instruments and Legal advice aimed at supporting the accomplishments of the Municipality's key performance areas and service delivery objectives

Please note that the Qualification that is not accredited by SAQA (South African Qualification Authority) will be not considered

**SENIOR MANAGER (GOVERNANCE & PERFORMANCE
MANAGEMENT)
(FIN120072)**

VAC No: FIN 01/19

Basic Salary

R752 901.96- R977 336.54 pa (T19) per annum

Qualifications/ Requirements

- Relevant tertiary qualification (Degree or Diploma)
- B Com/ National Diploma or equivalent with accounting as a major as well as MFMP minimum competency requirement
- Either CA/CIMA/CIS/ will be an advantage
- Knowledge of GRAP standards and SAP ERP will also be an advantage
- 7 years' relevant experience at Management level of which 2 must be at Senior Management Level
- Valid Driver's License

Key Performance Requirements

- Ensure sound Financial Governance and Compliance to all relevant Financial Legislation, Policies and Procedures
- Provide strategies advice with respect to organisation development aimed at the supporting accomplishment of the municipality key performance areas and services delivery objectives
- Develop and manage staff through leading, performance management and effective communication
- Monthly reporting on all financial matters to Council /National & provincial Treasury overall preparation of Financial statements for submission to the Auditor General's Office

PROSPECTIVE APPLICANTS SHALL BE SUBJECTED TO COMPETENCE ASSESSMENTS AND SECURITY VETTING.

The advertising of these posts is authorised by the Acting City Manager: Mrs N Ngcobo

Written application for the post of the General Manager: Infrastructure Services must be submitted on the Prescribed Annexure C of Government Gazette no 37245 dated 17 January 2014 and application for the Senior Manager posts must be submitted on the official Msunduzi Municipality application form. The form needs to be filled in completely and signed on the last page (in the event that the application is not completed properly your application shall not be considered), The form can be obtained from the Msunduzi Municipality website www.msunduzi.gov.za

The following attachments are required:

- The Application form
- Covering Letter
- Detailed CV with two referees with current contact information
- Certified copies of qualifications/certificates, ID and Driver's licence.
- *Applicants are requested to furnish telephone number/s at which they may be contacted.*

The application needs to be addressed to the General Manager: Corporate Services and be posted in the box provided on the Ground Floor next to Security in Professor Nyembezi Centre Pietermaritzburg or posted to Private Bag X321, Pietermaritzburg, 3200. Enquiries Mrs XB Hulane 033 392 2112 Closing dates: 25 January 2019 at no later than 15h00.

IMPORTANT NOTICE TO APPLICANTS

No late applications will be considered

No faxed or e-mailed applications will be considered

Applications submitted on a Z83 form **WILL NOT** be considered

All interviews will be done in English.

Should there be no correspondence from the Municipality within sixteen weeks after the closing date, kindly consider your Application to be unsuccessful.

CANVASSING OF COUNCILLORS AND/OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION.

THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS

The Msunduzi Municipality is an Affirmative Action/ Employment Equity Employer. Msunduzi Municipality is guided by the principle of Employment Equity. People with disabilities are encouraged to apply.