

Collins Chabane Local Municipality invites suitably qualified candidates to fill these vacant positions with its establishment.

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

Re-Advert: REF MM01/2018 • Post: Manager Risk and Security Management
Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 - R 655 408.56 per annum
Qualification Requirements: Grade 12. A degree in Risk Management/Accounting or equivalent. At least 5 years in the risk management environment. Code B Driver's license. Computer literacy certificate. A post graduate degree in Risk Management/Accounting will be an added advantage. CPMD/ MFMP certificate will be an added advantage.
Key Performance Areas: Ensure enterprise risk management and implementation. Identify and manage risk on Council's Integrated Development Plan. Manage and coordinate the development and implementation of risk and security management policy, framework and strategy. Manage and coordinate the planning and implementation of risk management processes. Implement performance monitoring and control with respect to risk management, and compile risk management reports. Ensure compliance to risk management legislations and framework. Provide support to the risk management committee, security forum, including the Municipal Manager. Engage all risk management stakeholders. Develop required and prescribed fraud and crime prevention policies and procedures aligned to the Municipality's risk profile. Manage employees in the risk management unit.

Re-Advert: REF MM02/2018 • Post: Manager Performance Management Systems
Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 - R 655 408.56 per annum
Qualification Requirements: Grade 12. A relevant B degree in Development Studies/Public Administration or equivalent management qualification. At least 5 years proven record working in the municipal performance management system environment. Code B Driver's license. Computer literacy certificate. Knowledge of Local Government environment will be an added advantage. A post graduate degree in Development Studies/Public Administration will be an added advantage. CPMD/ MFMP certificate will be an added advantage.
Key Performance Areas: Monitor the municipality's progress against the IDP. Ensure development and annual review of the performance management systems framework. Develop the service delivery and budget implementation plan of the Municipality. Coordinate the performance management system process. Develop and manage individual performance of section 57 managers. Supervise employees within the PMS unit. Manage the annual capital and operating budget of the section. Compile quarterly organisational performance management reports. Review, consolidate and edit all the departmental reports. Align the report with the reporting format required by the National Treasury and MEC for Local government. Compile and publicise all statutory reports and submit to all relevant stakeholders. Conduct meetings with Performance Audit Committee, District Municipality and Provincial Department of Local Government.

Re-Advert: REF MM03/2018 • Post: Manager Integrated Development Plan
Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 - R 655 408.56 per annum
Qualification Requirements: Grade 12. A relevant B degree in Development Studies/Public Administration/Planning or equivalent management qualification. At least 5 years proven record working in the municipal integrated development planning environment. Code B Driver's license. Computer literacy certificate. Knowledge of Local Government environment will be an added advantage. A post graduate degree in Development Studies/Public Administration/Planning will be an added advantage. CPMD/ MFMP certificate will be an added advantage.
Key Performance Areas: Monitor the municipality's progress against the Integrated Development Plan (IDP). Develop and manage the municipality IDP review process. Facilitate the alignment of IDP to National, Provincial and District plans. Ensure alignment of the IDP Budget and the SDBIP. Ensure compliance to all legislations relating to IDP. Facilitate the capturing of community needs into the IDP. Ensure the integration of all sector plan. Develop the IDP process plan. Design a public participation programme for ward level and IDP Representative Forum meetings. Ensure public participation through Mayoral outreach programme. Monitor the process of Area-Based/Community-Based Planning. Manage stakeholder consultation and participation in the development and finalisation of the IDP. Align the LIM345 IDP Process Plan with the District IDP Framework Plan. Convene IDP Steering Committee and IDP Representative Forum meetings.

DEPARTMENT: MAYORS OFFICE

Re-Advert: REF OM01/2018 • Post: Manager Office of the Mayor
Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 - R 655 408.56
Qualification Requirements: Grade 12. A Bachelor's degree in Public Administration majoring in Political Sciences or relevant equivalent qualifications. Sound knowledge of legislations governing municipalities. At least 5 years' relevant experience 3 year at a supervisory level. Code B driver's license. Computer literacy certificate. Knowledge of Local Government environment will be an added advantage. An Honours in Public Administration will be an added advantage. CPMD/ MFMP certificate will be an added advantage.
Key Performance Areas: Manage, plan, lead, organise and control the Office of the Mayor by providing administrative and technical support to enable the Mayor and the office to discharge duties and responsibilities attached to the office. Provide divisional input into Budget and IDP development. Develop and manage an annual budget for the division, and prepare and submit budget adjustments. Develop, monitor and review systems, policies, procedures and processes. Handling enquiries and problems to ensure effective management of the office. Provide guidance and advice to subordinates; see to regular training and that training opportunities are optimally utilized. Liaise with Mayor and other stakeholders on information needed. Coordinate councillor invitations or delegations for scheduled meetings/ events with internal and external stakeholders / structures / events. Keep the Mayor abreast with progress and developments of the Municipality. Analyse service delivery, internal customers' needs and statistical reports in order to provide informed advice the Mayor. Perform physical observation and inspections in order to identify trends and needs for new services. Manage administrative functions associated with the office. Manage the coordination of stakeholder engagements.

DEPARTMENT: CORPORATE SERVICES

Re-Advert: REF CS01/2018 • Post: Manager Human Resource Management
Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 - R 655 408.56 per annum
Qualification Requirements: Grade 12. B-Degree/National Diploma in Human Resources Management or Public Administration/Management. Computer literate. Code B Driver's License. Computer literacy certificate. At least 5 years' relevant experience on management level. Preference will be given to candidates with experience of HR functioning at a municipal environment. CPMD/ MFMP certificate will be an added advantage.
Key Performance Areas: Manage the key performance areas and indicators associated with the provision of the effective Human Resource Management functions and activities as required by Local Government Municipal Systems Act, No 32 of 2000. Conversant with the employment legislations and regulations together with the South African Local Government Bargain Council Collective Agreements and SALGA HR Strategies. Apply management strategies to manage the Workplace Skills Plan. Develop, review and implement the HR Strategies, Workplace Skills Plan, Employment Equity Plan and HR Policies, Human Resources Information Management System and other strategic documents in the HR Division
 *Managing resources under HR Division.

Re-Advert: REF CS02/2018 • Post: Manager Communication and Events
Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 - R 655 408.56
Qualification Requirements: Grade 12. A Bachelor's degree in Communications Management, Public Relations or Journalism, or a relevant equivalent is required. At least 5 years' experience within a Public Relations, Marketing or Communications environment; and 3 years' experience in a supervisory position. Code B Driver's license. Computer literacy certificate. Honours degree in Communications Management, Public Relations or Journalism, or a relevant equivalent qualification will be an added advantage. Knowledge of Local Government environment will be an added advantage. CPMD/MFMP will be an added advantage.
Key Performance Areas: Develop and manage an annual budget for the division, and prepare and submit budget adjustments. Executing Service Delivery Budget Implementation Plan targets for the Division. Develop, monitor and review systems, policies, procedures and processes. Formulate required annual plans (SDBIP and performance plans) in accordance with the municipality's strategic plans and mandate. Perform regular reviews and analysis of industrial trends, performance and make policy adjustments. Manage internal and external communication and liaison in promoting the municipalities integrated

communication strategies. Utilise the information from the customer satisfaction surveys to communicate the service delivery successes of the municipality. Ensuring the effective planning, coordination and execution of events for the municipality. Create and coordinate promotional events, allocate resources and ensure the influence of public opinion; and Develop or collate reports on the outcomes of events in terms of meeting the expected outcomes and the implications. Analyse vacancies and prepare motivations for the filling of vacancies to complement functional objectives and requirements. Overall management of activities and procedures associated with direct supervision and monitoring of personnel and services of the Communications division.

Re-Advert: REF CS03/2018 • Post: Manager Auxiliary Services
Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 - R 655 408.56
Qualification Requirements: Grade 12. A relevant B degree in Records Management/ Public Administration or relevant equivalent qualification. At least 5 years in the Municipal Sector of which 3 years in supervisory level. Code B Driver's License. Computer literacy certificate. Knowledge of Local Government environment will be an added advantage. CPMD/MFMP graduate degree in Logistics/Public Administration will be an added advantage. A post will be an added advantage.
Key Performance Areas: Identify with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of fleet and facilities management. Formulate and implement Fleet and Facilities Management Policies. Oversee the allocation of vehicles and personnel as per departmental requests. Oversee the maintenance of municipal fleet ensuring that routine maintenance is conducted as scheduled. Recommend quotations for maintenance on vehicles and trucks. Manage fuel consumption by verifying the review of statements on consumption for each vehicle prior to payment. Monitor the renewal of vehicle and drivers' licenses, as scheduled. Facilitate the disposal and replacement of fleet by making recommendations to the Senior Manager: Corporate Services. Produce reports on the provision of fleet services for submission to the Senior Manager for approval. Manage facilities. Manage the scheduling of planned maintenance and monitor implementation of the schedule. Devise cost effective methods to maintain facilities and make recommendations. Manage the provision of cleaning services of facilities inclusive of perimeter and internal fumigations and the quarterly deep cleaning servicing on all facilities. Manage office space to ensure sufficient office space is available to accommodate all employees. Manage the provision of security to Municipal buildings inclusive of security guards, access control and security devices (alarms, monitors, etc.). Manage the bookings of boardrooms, Chamber, halls, etc. and ensure facilities are clean, and appropriately maintained and equipped at all times. Produce reports on facilities management for submission to the Director Corporate Services.

Re-Advert: REF CS04/2018 • Post: Manager Council and Committees
Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 - R 655 408.56
Qualification Requirements: Grade 12. A Bachelor's degree in Public Administration majoring in Political Sciences. Municipal Finance Management Programme. At least 5 years' experience in managing administrative support and or coordinating governance structures in the municipality of which 3 years must be at a supervisory level. Code B Driver's License. Computer literacy certificate. Knowledge of Local Government environment will be an added advantage. Honours Degree in Public Administration majoring in Political Science will be an added advantage. CPMD/MFMP certificate will be an added advantage.
Key Performance Areas: Manage and provide efficient, reliable and effective council secretariat services in order to ensure a sound administration for the municipality. Report on and address previous audit findings within the division. Provide audit information and attend to request and findings. Manage departmental risks associated with systems and functions within the division. Identify critical vacancies and prepare motivations for the filling of vacancies to complement functional objectives and requirements. Overall management of activities and procedures associated with direct supervision and monitoring of personnel and services of the Council Secretariat division. Provide guidance and advice to subordinates; see to regular training and that training opportunities are optimally utilized. Develop the annual Institutional Calendar of the Municipality in order to enhance good governance. Coordinate Council and all Committee meetings and prepare the agendas of such meetings in consultation with the Municipal Manager, the Executive Mayor, the Speaker and Chairpersons of Portfolio Committees. Facilitate training and capacity building of Councillors to ensure full participation in the legislative process. Coordinating the drafting of speeches, presentations and reports for the Speaker and Chief whip. Minuting of high level meetings e.g. Political Management Team, Speaker's Forum and Chief whip's Forum and monitor the implementation of decisions taken.

Re-Advert: REF COM2/2018 • Post: Manager Waste Management, Parks and Cemeteries
Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 - R 655 408.56
Qualification Requirements: Grade 12. B Degree in Environmental Sciences or relevant equivalent qualifications. At least 5 years in a similar position and should have a history displaying good management skills, Control financial and Waste/Environment. Code B Driver's License. Computer literacy certificate. Knowledge of Local Government environment will be an added advantage. CPMD/MFMP certificate will be an added advantage.
Key Performance Areas: Analysing activities and information in terms of service delivery and needs of internal customers and other statistics and perform physical observation and inspections in order to identify trends and needs for new services. Research new developments in the administrative field to determine strategic direction and advise the departmental manager/ municipal manager in this regard. Making recommendations to management team/Executive Committee/Council in terms of changes to current service delivery or need for new services, e.g. telephone system, copiers, maintenance. Provide policy and operational direction to the Division by interpreting policies, legislation and trends and guiding the Division in implementing updated policies and procedures. Coordinate the different functions/activities of the Division to ensure that all the staff has a uniform goal and objectives to enhance service delivery to the municipality's clients. Control the activities of the Division to ensure that all the required objectives are met and that the set standards are adhered to. Supervises the rendering of administrative functions and see to the proper execution of committee, civic amenities and functions, communication, office auxiliary services and IT support; give guidance to the Division regarding operational matters and deal with any problems. Supervise and issue instructions to the heads of sections in the Division to ensure the well being of the workforce. Give input in the identification of information systems that will cater and reach the community at large including people with special needs. Manage the process of collecting and analysing data which identifies the needs of individuals and groups within the community. Implement educational programmes that will provide access to new technologies to the disadvantaged communities. Develop collection management policies for endorsement by the governing body of the library and information service. Organize collections of books, publications, documents, audio-visual aids, and other reference materials for convenient access. Implement collection principles regarding acquisition and discards which includes a constant inflow of new and outflow of old material. Review materials for possible acquisition and maintain updated knowledge of review sources and new publications. Assess and evaluate library standards and services. Promote total library services to the community by publicising special programmes and events, to highlight special services of to inform people about the library in general. Maintain information storage and retrieval systems, and develop procedures for collecting, organizing, interpreting, and classifying information. Review library performance against set objectives. Oversee the processing of financial library income.

Collins Chabane Local Municipality has a firm commitment to the advancement of designated groups, including women and disabled. Forward your application on the Council's prescribed application form with a copy of CV and certified qualifications to The Municipal Manager, Private Bag 9271, MALAMULELE, 0982. Application Forms can be collected from DCO Offices, Malamulele. For more information, contact Director Corporate Services Mr. Richard Shilenge on 015 851 0110.

Please note: applications received after the closing date will not be accepted, no fax and emailed applications will be accepted. Further note that successful candidates will be subjected to security and credit check.

If no response is received from Collins Chabane Local Municipality within 90 days after closing date, it must be regarded that your application has not been successful.

Closing Date: 26 March 2018

NB: ALL SUCCESSFUL CANDIDATES WILL GO THROUGH A SECURITY CLEARANCE.

