

COLLINS CHABANE LOCAL MUNICIPALITY

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

DEPARTMENT: BUDGET AND TREASURY

REF BT01/2018 • Post: Manager Budget and Reporting

Post Level: TASK Job Level 17 • Salary Scale: R 504 907.65 – R 655 408.56

Qualification Requirements: B Com Degree or equivalent NQF level qualification; major in Accounting. At least 5 years' relevant municipal finance experience. CPMD/MFMP certificate. Code B Driver's License. Advanced computer literacy (including MS Excel). Knowledge of Local Government environment will be an added advantage.
Duties: Plans and manages activities of division to ensure the delivery of financial statements and financial reporting services. Making recommendations to manager in terms of changes to current service delivery or need for new services. Develops divisional plan and ensures implementation thereof to ensure achievement of divisional objectives. Develop action plans to ensure achievement of objectives and communicate plans and objectives and progress on action plans to subordinates and customers by placing reports on the municipal website or internal newsletter, conducting information sessions, sending e-mail or conducting staff meetings. Ensure the monitoring systems exist to track progress on implementation of action plans in order to identify deviations and implement corrective action when necessary. Represent the division in local, district, provincial and public meetings and committees by making presentations, providing inputs, communicating information between the organisation and the relevant body to ensure participation and inputs in all forums. Manages performance of employees in the division to ensure productive service delivery by developing standards for performance, familiarising employees with performance standards, evaluating performance levels and implementing corrective and motivational action to align performance and behaviour to standards. Plans and manages utilisation of resources in order to perform activities by determining resources necessary to perform scope of work by considering current utilisation level reports and with inputs from reporting staff, allocating resources to personnel, compiling divisional capital and operational budget, managing, monitoring and reporting on budget by analysing reports, and recommending adjustments in terms of budget. Assists with development and monitoring of systems, policies, procedures and processes to ensure correct working operations and practice. Monitor legal requirements and government reporting regulations applicable to division and making recommendations to departmental manager as to the implementation or amendment of systems, policies, procedures and processes to ensure adherence to safety and other legal requirements. Compile reports and statistics on relevant activities as required by statutory or internal reporting requirements. Advise chief financial officer and/or management and council in terms of aspects related to the division through formal or informal communication. Performs human resources and administrative activities to ensure good employer-employee relationship and to promote a high level of employee. Compile financial statements to report on various financial aspects, including compilation of working papers, reports to council (for verification by Chief Financial Officer), audit results to council (for notification and possible corrections) and publication or reports in the municipal website and local newspaper to inform public.

in the Municipalities jurisdiction. Verify compliance with the planning schemes in consultation with the Manager Town Planning. Prepare and develop housing proposals for submission to Province for allocation of housing project funds. Oversee and manage building plan processes and systems. Develop and manage the circulation process and work procedure for the different building plan applications. Conduct a final evaluation of inputs from all role players on building plan applications and other applications. Monitor inspectors and senior inspector to observe that evaluation of building plans comply with legal requirements and council policy. Monitor that all building plans and heritage development meet specified requirements. Carry out inspections on building sites to ensure compliance with approved building plans and quality workmanship. Recommend action regarding demolition of unauthorized building work. Discuss deviations with property owners and enforce compliance. Oversee and manage property management controls and systems. Develop and implement Property Management standards and roll out plans. Implement Property Management standards and monitor corrective action that has been taken. Design targeted interventions to build capacity for future needs of the municipality area. Establish communication channels with both management, employees and the general public to address relevant property control matters. Develop and implement strategic and operational policies. Oversee the implementation of policies and council resolutions and provide feedback to staff and management. Approve plans and systems for the Section. Prepare and manage the annual capital and operating budget of the section within the budgetary constraints of the Municipality. Provide technical support to stakeholders with enquiries regarding immovable property, requirements and regulations. Provide advice on enquiries regarding immovable property and compliance with relevant legislation. Compile reports and action land use findings.

DEPARTMENT: COMMUNITY SERVICES

REF COM01/2018 • Post: Manager Social Services

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. 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 uniformed 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. Monitors utilisation and maintenance of machinery and vehicles. Developing and recommending appropriate structures and positions with guidance from HR Division to ensure the full scope and volume of work is included in jobs. Signing all related correspondence and reports where applicable by firstly establishing whether the contents there of comply with technical requirements using computer. Manage and control the utilization of funds. Responsible for the application of operational management procedures to properly manage the day to day activities of the Division. Management of the traffic and licensing division according to legislation. Ensures that the requirements of e-NATIS and payments of the traffic contravention system are complied with. Development and implementation of traffic strategic plan. Compile duty list, point duty list, standby and special duties. Manage and control overtime. Ensure uniforms, firearms, and traffic equipment inspections regularly conducted. Management and control of all registration authorities. Ensuring all licensing requirements of the community are administered. Regular inspections on departmental motor vehicles. Manage and control overtime. Conduct licensing equipment inspections. Management of the library information. Give input in the identification of information systems that will cater and reach the community at large including people with special needs. 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.

Collins Chabane Local Municipality has a firm commitment to the advancement of designated groups, including women and disable. 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: 03 April 2018

