



**Bela-Bela Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment.**

### **Office of the Municipal Manager Municipal Manager (Notice No: 50/17)**

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. The incumbent will be stationed at Bela-Bela Local Municipality.

**Remuneration 930 409.00 (minimum) or R1 069 436.00(midpoint) or R 1 208 820.00 (maximum) per annum (The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 381 published in Government Gazette No 40118 dated 4 July 2016)**

**Requirements:** Honours Degree in Public Administration/ Political Science/ Social Sciences/ Law or equivalent. Compliance with the minimum competency levels as prescribed by the Government Gazette No. 29967 of 15 June 2007 is essential. A minimum of five (5) years' experience at senior management level, preferably in Local Government. Extensive experience in financial management, policy development and management, strategic planning and implementation, programme management, monitoring and evaluation, and reporting on service delivery. Valid driver's license.

**Knowledge:** Extensive practical knowledge of legislation governing local government and other related legislation. Advanced understanding and experience in institutional governance systems and performance management (preferably in local government). Advanced understanding of Council operations and system of

delegation of powers. Understanding of good governance practices, namely internal audit, risk management, etc. Experience in community facilitation and networking.

**The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 of 17 January 2014:** Customer management, Ethics, Integrity and professionalism. Impact influence. Governance and risk management, services delivery. Critical thinking. Financial management, knowledge and information management. Negotiations and conflict resolutions. People management. Planning and organizing.

**Key performance areas:** Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000. Implement the municipality's integrated development plan and monitor its progress in terms of implementation. Responsible for the formation and development of an economic, effective, efficient and accountable administration. Manage the municipality's administration in accordance with the Municipal Systems Act (MSA) and other applicable legislation. Manage the provision of services to the local community in a sustainable and equitable manner. Appoint staff other than those referred to in terms of section 56 of the MSA, subject to the Employment Equity Act 55 of 1998. Ensure effective utilization, training and discipline of staff. Provide sound and strategic advice to political structures and political office-bearers of the municipality. Manage communication between the municipality's administration and its political structures. Exercise any powers and duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality, to the Municipal Manager. Ensure the implementation of national and provincial legislation applicable to the municipality. Perform any other function that may be assigned by the Municipal Council

## **Budget & Treasury Department**

### **Chief Financial Officer (Notice No: 51/17)**

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. The incumbent will be stationed at Bela-Bela Local Municipality.

**Remuneration: 768 305.00 (minimum) or R 878 063.00 (midpoint) or R 987 820.00 (maximum) per annum (The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 381 published in Government Gazette No 40118 dated 4 July 2016)**

**Requirements:** Bachelor's Degree in Accounting, Finance or Economics from a recognised tertiary institution. Must have acquired minimum competency levels as prescribed by the Minimum Competency Regulations, 2007. Minimum of 5 years relevant experience at middle management position. Extensive and practical knowledge of the Local Government Financial environment and administration.

**Knowledge:** Good knowledge of MFMA, GRAP & GAMAP, treasury regulations, DORA and Supply Chain Management is essential. Extensive knowledge of Local Government legislation, policy regulations, standard and procedures including provisions of the Municipal Finance Management Act.

**The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 of 17 January 2014:** Strategic leadership and management; Strategic financial management; Operational financial management; Governance, ethics and values in financial management; Financial

and performance reporting; Risk and change management; Project management; Legislation, policy and implementation; Stakeholder relations; Supply chain management; Audit and Assurance

**Key Performance Areas:** Provide strategic leadership in the Finance Department of the Municipality; Develop and continuously evaluate short- and long-term strategic financial objectives of the municipality; Ensure that financial target and budget implementation are fully consistent with Municipality's IDP, SDBIP and relevant agreements with other sector departments. Ensure credibility of finance reporting by providing timely analysis of budget; Meet reporting requirements as in terms of financial legislation such as MFMA, Treasury Regulations and DORA; Monitor financial risk and implement an anti-fraud and corruption strategy in collaboration with the Risk Management Unit. Ensure effective management of assets and liabilities. Ensure sound management of debtors and credit control processes. Sound and effective management of Supply Chain Management. Compile budget estimates, including the adjustment budget. Give inputs and support towards preparation of IDP and SDBIP's to ensure alignment and efficient performance. Formulate creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality. Assist and support the Accounting Officer with the roles and responsibilities delegated to the Chief Financial Officer.

## **Corporate Services Department**

### **Manager Corporate Services (Notice No: 52/17)**

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. The incumbent will be stationed at Bela-Bela Local Municipality.

**Remuneration: R768 305.00 (minimum) or R 878 063.00(midpoint) or R 987 820.00 (maximum) per annum (The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 381 published in Government Gazette No 40118 dated 04 July 2016)**

**Requirements:** Bachelor Degree in Public Administration /Management Sciences/Law or equivalent. Minimum of five (5) years' experience in middle management and must have proven successful management experience in administration. The incumbent must have a valid driver's licence.

**Knowledge :**Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of corporate support services including human capital management, legal services, facilities management ,information communications technology and council support. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000(Act No 5 of 2000) Good governance, Labour Relations Act and other Labour related prescripts; Legal background and human capital management and knowledge and coordination and oversight of all specialised support functions.

**The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 of 17 January2014:** Customer management, Ethics, Integrity and professionalism. Impact influence. Governance and risk management, services delivery. Critical thinking. Financial management, knowledge and information management. Negotiations and conflict resolutions

**Key Performance Areas:** Overall management of the Corporate Services business unit • Policy formulation, Strategy development,

Corporate Governance promotion • Provide strategic support to the organization in terms of Human Resources and Labor relations, general administration, information technology, stakeholder management, legal services, facilities and knowledge management • Support the development of high performance quality systems..

### **Social & Community Services Manager: Social & Community Services (Notice Number: 53)**

This is a fixed-term employment contract for five (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. The incumbent will be stationed at Bela-Bela Local Municipality.

**Remuneration : R768 305.00 (minimum) or R878 063.00 (midpoint) or R 987 820.00 (maximum) per annum (The offer of remuneration will be determined by competence and current salary earnings read together with the guidelines as set out in notice 381 published in Government Gazette No 40118 dated 04 July 2016)**

**Requirements:** Bachelor's degree in Public Administration/ Social Science / Law; or equivalent. Minimum of five (5) years' experience in middle management and must have proven successful institutional transformation within public or private sector .Registration with South African Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body will be an added advantage.

**Knowledge:** Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management; Understanding of council operations and delegation of powers, as well as-Health

service management, Cemetery management, Public safety, Parks and recreation management

**The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 of 17**

**January 2014:** Customer management, Ethics, Integrity and professionalism. Impact influence. Governance and risk management, services delivery. Critical thinking. Financial management, knowledge and information management. Negotiations and conflict resolutions

**Key Performance Area:** Provide strategic leadership in line with waste management, libraries, sports and recreation, social development, maintenance of parks and cemeteries; Prepare and submit reports to the Municipal Manager and relevant political structures so that they are informed of the issues regarding social services; Formulate policies relating to community development, environmental health and disaster management; Responsible for departmental budget implementation.

Applicants are required to complete the prescribed application form ( **Which can be obtained from our website and municipal records office**) together with comprehensive CV, certified copies of qualifications and Certified ID to the Acting Municipal Manager, Bela-Bela Local Municipality, Private Bag x 1609, Bela-Bela, 0480 or hand deliver them at 58 Chris Hani Drive, Bela-Bela at the records/registry office. For further information please contact Ms. N Ramolobeng or Mr. Maheso at 014 736 8000/8070/8078/8081. Faxed or emailed applications will not be considered. Further note that all shortlisted candidates will be subjected to competency assessments and security vetting. Bela-Bela Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated

groups are encouraged to apply. BBM reserve a right not to make appointment. If you do not hear from us a month after the closing date, kindly accept that your application has been unsuccessful.

**CLOSING DATE: 20 OCTOBER 2017**

**RAPUTSOA P  
ACTING MUNICIPAL MANAGER**