

BELA-BELA LOCAL MUNICIPALITY



Chris Hani Drive, Bela-Bela, Limpopo, Private Bag X1609, Bela-Bela, 0480

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

BUDGET & TREASURY DEPARTMENT

Chief Financial Officer

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. **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 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.

Notice No: 33/2016

CORPORATE SERVICES DEPARTMENT

Manager Corporate Services

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. **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..

Notice Number: 34/2016

SOCIAL & COMMUNITY SERVICES

Manager: Social & Community Services

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'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. **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.

Notice Number: 35/2016

Divisional Manager Sports, Arts and Culture (Post Level 1)

Duration: Permanent • Salary: R440 622.20 per annum excluding benefits

Requirements: National Diploma/Degree in Sports Science/Sports Management/Human Movement Science or equivalent.3 year's relevant experience. Good communication, negotiation and networking skills. **Knowledge:** Good knowledge of the Local Government environment programmes and project Display firm commitment and pride in achieving the correct results; Budget management; Ability to produce output of high quality; Good communication, negotiation and networking skills; Ability to balance the quality and quantity of results in order to achieve objectives. **Key Performance Area:** Define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation; Produce clear details and comprehensive plans to achieve institutional objectives; Ensure that the Municipality applies for the 15% MIG grants for the development of the sports facilities; Identify and implement a network of NGOs/CBOs/NPOs that contributes to the development of sports, arts and cultural groups; Develop and review policies regarding library, arts culture and sports and recreation; Ensure compliance with applicable legislation, regulation and policies; Monitor progress, quality of work and efficient use and management of resources; Assist in achieving the Municipality's mission and vision; Manage and lead the department; Manage and support sports, arts and cultural programmes; Ensure that maintenance and development of all sports and recreation comply with the set standards of the National Sports Facility management plan; Ensure the National Sports and Recreation plan is implemented and that the lease contracts of all the Sports and Recreation facilities are reviewed.

Notice Number: 40/2016

OFFICE OF THE MUNICIPAL MANAGER

Divisional Manager Communications (Post Level 1)

Duration: Permanent • Salary: R 440 622.20 per annum excluding benefits

Requirements: Diploma/B Degree in Media Studies/Journalism/Public Relations / Communication; Valid driver's licence; 3-5 years' working experience in media/journalism or communication field at a supervisory level. **Knowledge:** Advanced interpersonal skills; Sound knowledge of the respective communication media; Networking skills; Speech writing skills. Good knowledge of customer care environment with call centre management; Ability to coordinate and drive social facilitation of PMU/MIG projects and programmes; Good communication skills; competent knowledge of computer applications. **Key Performance Area:** Manage customer care call centre, customer satisfaction survey; Planning, organising directing and implementing comprehensive programmes, initiatives and activities to identify needs and monitoring results in creating highly customer focused culture, enhancing relationships with the public. Ordinates and controls tasks/activities associated with Municipality and government programmes functions and ceremonial activities. Advices municipal officials and councillors on matters of protocol, ceremonial and diplomatic policies activities and precedence.

Notice Number: 42/2016

Media Liaison Officer (Post Level 3)

Duration: Permanent • Salary: R292 602.33 per annum excluding benefits

Requirements: Diploma/B Degree in Media Studies/Journalism/Political Science/ Communication; Valid driver's licence; 2-3 years' working experience in media/journalism or communication field. **Knowledge:** Working experience/knowledge of political and processes in local government; Sound knowledge of the respective communication media; Networking skills; Speech writing skills; Good communication skills; Ability to work under pressure; Presentation skills; Flexibility; Good interpersonal relations; Competent knowledge of computer applications. **Key Performance Area:** Develop, implement and manage an effective media liaison service and promote good relations with the media; Liaise with the media on subjects, conditions and events of the Municipality through different mediums of communication to market the activities of the municipality; Liaise with the communication component of the municipality to ensure coordination and alignment with the political priorities and programmes.

Notice Number: 41/2016

PLANNING & ECONOMIC DEVELOPMENT

Town Planners x 2(Post Level 4)

Duration: Permanent • Salary: R278 421.58 per annum excluding benefits

Requirements: National Diploma/Degree in Town Planning; Valid Driver's licence; 3 years' working experience in a municipal/town planning environment. Proof of registered as a Professional /Technical Planner with the South African Council for Planners (SAPLAN). **Knowledge:** Must have knowledge of relevant legislations and local government processes. Good communications skills; competent knowledge of computer applications. **Key Performance Area:** Coordinate, compile, implement and review the Spatial Development Framework and Land Use Scheme. Administer /process land development applications in terms of various legislation including township establishment, rezoning, subdivision. Support formulation of Spatial and Land Use planning policies and related studies. Provide professional planning input to all development, planning and related application. Assist with the processing of alienation of municipal land facilitate the process of ensuring security of tenure. Manage and monitor implementation of municipal spatial and land use projects.

Notice Number: 43/2016

PMS Officer (Post Level 4)

Duration: Permanent • Salary: R278 4021. 58 per annum excluding benefits

Requirements: An appropriate National diploma in Planning and Development or an equivalent qualification; A minimum of three (2) years relevant experience in the Performance Management System (PMS). **Knowledge:** Good communication (verbal and written) skills; Sound knowledge and understanding of Inter-Governmental Relations in terms of IDPs; Presentation and facilitation. **Key Performance Area:** Assist the PMS Manager to develop and review PMS; develop performance contracts for Municipal employees; review Departmental scorecards; develop and review the Services Delivery and Budget Implementation Plan (SDBIP); compile quarterly and annual performance reports; Liaise with all Municipal departments continuously to ensure that all their activities and operations are aligned with the IDP and PMS ;Organise meetings and events that are PMS related; Render administration duties to the PMS division.

Notice Number: 49/2016

CORPORATE SERVICES

IT Network Specialist (Post Level 3)

Duration: Permanent • Salary: R292 602.33 per annum excluding benefits

Requirements: Degree or National Diploma in Computer Science or Information Technology MCSA or MCSE Certificate. 2-3 years' experience in system engineer and active directory design experience. **Knowledge:** Must have knowledge of relevant legislations and local government processes. Good communications skills; competent knowledge of computer applications. **Key Performance Area:** Ensure that systems databases and network services are monitored and proactively managed to required services levels and administered for the municipality. Provide High level specialist technical support as required; Ensure the reliability of the network infrastructure in order to minimise the negativity effect on ICT service delivery; Provide system implementation support with regard to planning the system, user requirement, installing equipment and software, back-up and restore plans, new requirements and quality assurance; Provide technical guidance or support for the development or troubleshooting of systems; Manage system stability; operation; Operation Security and scalability; Design and develop solutions to complex systems problems; system administration issues or network.

Notice Number: 45/2016

IT Network Administrator (Post Level 3)

Duration: Permanent • Salary: R292 602.33 per annum excluding benefits

Requirements: National Diploma in Information Technology. 3-5 relevant experience. Experience on Exchange Server 2010/2013, DNS and DHCP, Active Directory. **Knowledge:** Working knowledge of networking and server operating system architecture. Experience in Windows Server. **Key Performance Area:** Provide 3rd level support for helpdesk, financial systems. Perform impact analysis for new technologies and application systems. Monitor load levelling pf servers. Ensure Local Area Network, server and workstations in configurations in accordance with user requirements. Ensure that systems are operational at all times and that backup and restores are performed. Ensure strict adherence to ICT policies with servers, networks and internet. Supervision of staff.

Notice Number: 46/2016

IT Technician (Post Level 4)

Duration: Permanent • Salary: R278 421.58 per annum excluding benefits

Requirements: National Diploma in Information Technology; 1-2 years' experience in IT Environment. **Knowledge:** Must have supervisory skills; Knowledge of computer networks, hardware, software and peripheral devices. Good communication, interpersonal skills; Knowledge of Information Technology troubleshooting Skills. **Key Performance Area:** Installation, support and maintenance of network hardware and operating systems; Network infrastructure problem solving; Installation and maintenance of PC hardware and operating; User support on PC hardware and software; Liaise with internal department and vendors for supply of equipment; Respond to any user related faults logged with the office and resolve the faults and user queries; configure printers and drivers on local workstation. Reset passwords for systems used at the municipality; Configure and troubleshooting IP Telephones; Installing of all software on workstation as required; Checking that all workstations are virus free and up to date with latest definitions.

Notice Number: 47/2016

Applications must be submitted on the official prescribed form obtainable from Records Office or our website at www.belabela.gov.za together with comprehensive Curriculum Vitae, certified copies of your qualifications and your Identity Document and clearly stating the post and the notice number to the 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 office. For further information please contact Ms. N Ramolobeng/Mr. Maheso at 014 736 8000/8070/8081/8078. **Faxed or emailed applications will not be considered.** Further note that all shortlisted applicants will be subjected to security vetting and information verification. 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. Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

CLOSING DATE: 14 OCTOBER 2016