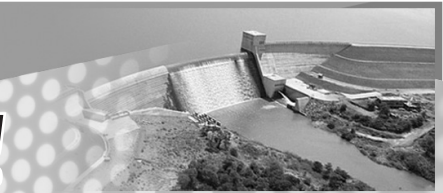




VHEMBE

District Municipality

Private Bag X5006 • Thohoyandou • 0950 • Tel: 015 960 2000



POSTS ADVERTISEMENT

OFFICE OF THE EXECUTIVE MAYOR

POSITION: MUNICIPAL MANAGER (RE-ADVERT)
APPLICATIONS ARE INVITED FROM SUITABLE QUALIFIED CANDIDATES FOR THE POSITION OF MUNICIPAL MANAGER:

SALARY: A competitive remuneration package will be negotiated with the successful candidate based on qualifications and experience and shall be guided by Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers for a grade 4 municipality as published in the guidelines as set out in general Notices which are promulgated by the minister from time to time. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers). **DURATION AND OTHER REQUIREMENTS:** This is a fixed term contract of employment position up to a maximum of five years, not exceeding a period ending one year after the election of the next council of the municipality in line with Section 57(6)(a) of the Municipal Systems Act (Act 32 of 2000). The incumbent will be expected to sign an Employment Contract and Annual Performance Agreements and complete a disclosure of financial interest form. Qualification Verification, Employment Background Checks, Security Clearance and Competency Assessment will be conducted to shortlisted candidates. The incumbent will be stationed in Thohoyandou Town under Thulamela Local Municipality in the Vhembe District Municipality Head Office. **HIGHER EDUCATION QUALIFICATION:** Bachelor's 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. Candidates who are not in possession of the Municipal Finance Management Act minimum competency certificate will be given an opportunity to obtain such certificate within 18 months if appointed. **WORK RELATED EXPERIENCE:** Five (5) years relevant experience at a senior management level. Have a proven successful institutional transformation within Public or Private Sector. **KNOWLEDGE:** Advanced knowledge and understanding of relevant policy and legislation. Advanced knowledge of institutional governance systems and Performance Management. Advanced knowledge of council operations and delegation of powers. Good Governance. Audit and Risk Management establishment and functionality, and Budget and Financial Management. **DUTIES:** 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 (IDP) 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

OFFICE OF THE MUNICIPAL MANAGER

POSITION: GENERAL MANAGER – ECONOMIC DEVELOPMENT AND PLANNING (PERMANENT)

APPLICATIONS ARE INVITED FROM SUITABLE QUALIFIED CANDIDATES FOR THE POSITION OF GENERAL MANAGER – ECONOMIC DEVELOPMENT AND PLANNING:

SALARY: A competitive remuneration package will be negotiated with the successful candidate based on qualifications and experience and shall be guided by Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers for a grade 4 municipality as published in the guidelines as set out in general Notices which are promulgated by the minister from time to time (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers). **DURATION AND OTHER REQUIREMENTS:** This is a permanent employment position in line with the Local Government: Municipal Systems Amendment Act, 2022 (Act No. 3 of 2022). The incumbent will be expected to sign an Employment Contract and Annual Performance Agreements and complete a disclosure of financial interest form. Qualification Verification, Employment Background Checks, Security Clearance and Competency Assessment will be conducted to shortlisted candidates. The incumbent will be stationed in Thohoyandou Town under Thulamela Local Municipality in the Vhembe District Municipality Head Office. **HIGHER EDUCATION QUALIFICATION:** A Bachelor of Science Degree in Building Sciences / Architect / Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent. Compliance with the minimum competency levels as prescribed by the Government Gazette No. 29967 of 15 June 2007 is essential. Candidates who are not in possession of the Municipal Finance Management Act minimum competency certificate will be given an opportunity to obtain such certificate within 18 months if appointed. **WORK RELATED EXPERIENCE:** Minimum of Five (5) years' experience at middle management level. Have proven successful Professional Development / Town and Regional Planning Experience. **KNOWLEDGE:** Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management. Proven successful management

experience in administration. Knowledge of geographical information systems. Knowledge of spatial, town and development planning. Knowledge of building control. 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. Knowledge of local government environment, excellent communication and negotiating skills at all levels of local government. Good skills in conflict resolution, problem solving and ability to be decisive. **ADDED ADVANTAGE:** Project management certificate or diploma; or Registration as a Professional Planner in accordance with the Planning Professions Act, 2002 (Act 36 of 2002). **CORE FUNCTIONS:** Local Economic and Enterprise Development. Agriculture Development. Tourism Development. Spatial Planning and Land Use Management. Transport Planning. Geographic Information Systems.

Applications on the above Senior Management positions (Municipal Manager and General Manager: Economic Development and Planning) must be submitted on a signed Vhembe District Municipality (VDM) Senior Manager Application Form, obtainable from the website (www.vhembe.gov.za) accompanied by a comprehensive CV and certified copies of: Identity Document (ID), driver's license and qualifications. *Applications without the above will not be considered. Vhembe District Municipality reserves the right to / not to make appointments..

INTERNAL AND EXTERNAL ADVERT

POSITION: MANAGER – RISK MANAGEMENT
POST LEVEL: 03 • SALARY SCALE: NEGOTIABLE

Requirements: Bachelor degree in Risk Management/Internal Audit or relevant equivalent. 4 years relevant experience. **Key performance Areas:** Facilitate annual risk assessments to identify possible risks which could hamper the achievement of the targets set by the municipality via the IDP and operational targets in the SDBIP. Develop risk registers with analysis of the risks and clear risk mitigating factors with timelines and assigned responsibilities. Coordinate the regular reporting by directorates and units on the progress made in mitigating risks identified. Co-ordinate and monitor the security service provision. Conduct regular security risk assessments to ensure the safety of municipal assets, infrastructure and employees. Develop evaluating systems for monitoring the Municipality's business risks. Recommend risk management interventions and actions to management. Control the activities of the division to ensure that all the required objectives are met and that the set standards are adhered to Provide progress reports to the risk management committee including the Municipal Manager. Engage relevant stakeholders to intervene on issues identified and manage the risk register. Manage relationships with decision-makers in key organisations and maximize benefit of risk and security as well as with business contacts. Ensure that municipality values are adhered to in all the dealings with stakeholders. Develop required and prescribed security management policies procedures and strategies covering both physical and information security aspects for security. Determine action and mitigation plans related to security management. Facilitate and conduct security management awareness campaigns for the Municipality. Monitor monthly security statistics, and consolidate quarterly reports. Develop required and prescribed fraud and crime prevention policies, strategies and procedures aligned to the Municipality's risk profile. Develop action and mitigation plans related to fraud and crime prevention. Facilitate and conduct fraud and crime awareness campaign for the Municipality.

TECHNICAL SERVICES

POST: DEPUTY MANAGER WATER OPERATIONS (MUSINA)
POST LEVEL: 04 • SALARY SCALE: R523 191-28

Requirements: N6 and trade test in Civil/ Mechanical Engineering. At least 5 years' experience in local government. Knowledge of National Water Act, Water Services Act. Computer literacy. High technical, administration and communication skills. Valid driver's license. Must be prepared to work under pressure and beyond scheduled timeframes. **Key Performance Areas:** Maintenance of all municipal infrastructure related to water operations. Monitor term contractors and make sure they are working according to specification. Determine the specification on infrastructure maintenance that will be carried out by service providers/in-house. Generation of reports on maintenance of municipal Infrastructure. Attending to customer queries. Assist manager operations in attending meetings. Plan and execute all water related operations and maintenance.

Applications on the above positions must be submitted on a signed Vhembe District Municipality (VDM) Employment Application Form HR49, obtainable from the website (www.vhembe.gov.za) accompanied by a comprehensive CV and certified copies of: Identity Document (ID), driver's license and qualifications. *Applications without the above will not be considered. Vhembe District Municipality reserves the right to / not to make appointments.

Faxed or emailed applications will not be accepted. Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 90 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Vhembe District Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender and disability.

APPLICATIONS SHOULD BE ADDRESSED AND HAND DELIVERED TO: Registry Office, Vhembe District Municipality, Old Parliament Building, Government Complex Next to Khoroni Hotel **OR BY POST TO:** Vhembe District, Private Bag X2006, Thohoyandou, 0950

Enquiries can be directed to: MANAGER – HUMAN RESOURCE MANAGEMENT (HRM) at 015 960 2000

The closing date for applications is **10 March 2023** at 16h30, Vhembe District Municipal Offices.

ACTING MUNICIPAL MANAGER - TSHIKOVHA N.C