

## MERAFONG CITY LOCAL MUNICIPALITY



The Merafong City Local Municipality hereby invites applications from suitably qualified candidates for the following positions:

Municipal Manager  
Chief Operations Officer  
Chief Financial Officer

All enquiries relating to job content can be directed to the Executive Director: Corporate & Shared Services, Mr. H Bredenkamp, at tel. (018) 788 9500/e-mail: [hbredenkamp@merafong.gov.za](mailto:hbredenkamp@merafong.gov.za) during office hours.

A detailed application that includes an application form, that is available on the Municipal website at [merafong.gov.za](http://merafong.gov.za), a comprehensive Curriculum Vitae, certified copies of qualifications, driver's licence and Identity Document, in a sealed envelope must be hand delivered to the Office of the Executive Mayor, Municipal Building, Halite Street, Carletonville during office hours only. Applications can also be posted to PO Box 3, Carletonville, 2499. Faxed, e-mailed or applications not made on the applicable application form will not be considered. Late applications will be not considered.

Closing date for all applications: 19 October 2020

Fraudulent qualifications or documents will immediately disqualify any application. Shortlisted candidates will be subjected to security vetting and information verification as well as competency assesment.

The successful candidate will sign an employment contract, performance agreement and disclosure of financial interests.

Applicants who are not invited for any interviews should regard their applications as unsuccessful.

All positions are stationed at the Municipal Building, Carletonville

The Merafong City Local Municipality reserves the right not to make an appointment. Merafong City Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. If you do not hear from us within 60 days of the closing date, kindly accept that your application was unsuccessful and communication will be limited to short-listed candidates.

**Notice No: 8/2020**



## MERA FONG CITY LOCAL MUNICIPALITY

### **POSITION: MUNICIPAL MANAGER**

**TOTAL REMUNERATION PACKAGE Minimum R1 277 473 –**

**Midpoint R1 511 803 – Maximum R1 698 573.**

**In line with Government Notice No 351 of 2020 in Government Gazette 43122 dated 20 March 2020 on TRP packages payable to Municipal Managers and Managers directly accountable to Municipal Manager**

**This position is a contract appointment for a period of three years**

### **Key Requirements:**

\* At least a relevant Bachelor degree or a relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits\* A post graduate qualification in fields related to public administration will be an added advantage \* Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, as amended by Government Gazette No.41996 of 26 October 2018. If a newly appointed person is not in possession of this Competency, he/ she must complete it within eighteen (18) months from the date of appointment.\* Minimum of 5 years' relevant experience at Senior Management level and proven successful institutional transformation within the public or private sector. \* Valid driver's licence

#### **▪ Knowledge**

- Advanced knowledge and understanding of relevant policy and legislation.
- Advanced understanding of institutional governance systems and performance management.
- Advanced understanding of council operations and delegation of powers.
- Good governance.
- Audit and risk management establishment and functionality.
- Budget and finance management.

#### **▪ Leading Competencies**

- Strategic Direction and Leadership
- People Management
- Program and Project Management
- Financial Management
- Change Leadership
- Governance Leadership

#### **▪ Core Competencies**

- Moral Competence
- Planning and Organising
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Result and Quality Focus

The Municipal Manager, as Head of the Administration and Accounting Officer, will be responsible for the general performance of the organization and to manage and direct the administrative and operational aspect of the Municipality in order to achieve the strategic objectives of Council.

**CORE functions:**

- The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan and to understand the needs of the local community.
- The appointment, training, discipline and effective utilization of staff.
- The promotion of sound labour relations and compliance with applicable labour legislation.
- Management of the municipality's administration in accordance with the Constitution, Municipal Systems Act and other legislation applicable to local government.
- The administration and implementation of Municipal By-Laws and other legislation.
- The management of the provision of services to the community in a sustainable and equitable manner.
- Advising the political structures and political office bearers, managing communications between these parties as well as well as carrying out their decisions.
- Ensure sound financial management as well as the proper and diligent compliance with applicable municipal finance management legislation.
- Responsible and accountable for municipal transformation and organizational development.
- Implementing strategic goals of the municipality through co-operation and innovative teamwork.
- The performance of any other function that may be assigned by the municipal council and as accounting officer.

**POSITION: CHIEF OPERATIONS OFFICER**  
**TOTAL REMUNERATION PACKAGE Minimum R1 055 080 –**  
**Midpoint R1 241 269 – Maximum R1 427 459**

**In line with Government Notice No 351 of 2020 in Government Gazette 43122 dated 20 March 2020 on TRP packages payable to Municipal Managers and Managers directly accountable to Municipal Manager.**

**This position is a permanent appointment**

**Key Requirements:**

\*At least a Post Graduate Degree or relevant qualification registered on the National Qualifications Framework at NQF Level 8 with a minimum of 120 credits in the field of Business Administration/Public Management/Administration/ Development Management. \*Minimum of 7 years in local government administration at senior and middle management levels, of which a least 2 years must be at senior management level. \* Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, as amended by Government Gazette No.41996 of 26 October 2018. If a newly appointed person is not in possession of this Competency, he/ she must complete it within eighteen (18) months from the date of appointment \*Proven track record of managing functions relating to service delivery. \*Extensive and practical knowledge of the Local Government environment. \*Good understanding of performance management system applicable to Local Government. \*Understanding of Municipal Legislative Framework including, Municipal Systems Act, MFMA, Municipal Structures Act, and other related legislation. \* Valid driver's licence.

**Key Performance Areas:**

\*Coordinate strategic planning process and business strategy management. \*Provide strategic leadership in the department. \*Ensure adherence to corporate governance in compliance with the municipality's policies, procedures, legislation and relevant acts. \*Ensure continuous improvement to service delivery efficiency. \*Oversee development and review of strategic business systems, procedures and processes. \*Oversee promotion of good governance principles in line with the King 3 Report. \*Oversee the management of integrated development planning, organizational performance management and risk management. \*Oversee development and implementation of anti-fraud and corruption strategy and plan.

**Knowledge and Attributes:**

\*Strategic leadership and management. \*Strategic financial management. \*Good governance and ethics and values. \*A high level of written and verbal communication skills. \*A high level of emotional intelligence. \*Proven ability to communicate and negotiate in all sphere and levels of government. \*Ability to meet deadlines. \*Attention to detail. \*Ability to work under pressure. \*Proven ability to provide strategic and innovative leadership. \*Strategic thinking and analysis.

**POSITION: CHIEF FINANCIAL OFFICER  
TOTAL REMUNERATION PACKAGE Minimum R1 055 080 –  
Midpoint R1 241 269 – Maximum R1 427 459**

**In line with Government Notice No 351 of 2020 in Government Gazette 43122 dated 20 March 2020 on TRP packages payable to Municipal Managers and Managers directly accountable to Municipal Manager.  
This position is a permanent appointment**

**Key Requirements:**

\*At least a Post Graduate Degree or qualification in the fields of Accounting, Finance or Economics registered on the National Qualifications Framework at NQF Level 8 with a minimum of 120 credits or Chartered Accountant, in terms of GG29967 of 15 June 2007 as amended) from a recognized tertiary instruction. \*Minimum of 7 years at senior and middle management levels in financial environment, of which at least 2 years must be at senior management level. \*Proven track record of managing financial management services. \*Good understanding of performance management system applicable to Local Government. \*Extensive and practical knowledge of the Local Government environment. \*Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum Competency Regulations of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007 as amended. \*Understanding of Municipal Legislative Framework including, Municipal Systems Act, MFMA, Municipal Structures Act, and other related legislation.

**Key Performance Areas:**

\*Provide strategic leadership for all functional areas in the Financial Department.  
\*Ensure municipality complies with all legislation pertaining to financial management.  
\*Advise the Accounting Officer on the exercise of powers and duties assigned to him/her in terms of the MFMA. \*Perform duties such as budgeting, accounting, analysis, financial reporting, cash and debt management, and any other duties as may be delegated by the Accounting Officer in terms of the MFMA. \*Develop and implement programmes and strategies to ensure effective and sustainable financial performance and municipal financial viability. \*Monitor financial risks and implement an anti-fraud and anti-corruption strategy in support of the Risk Management Unit programmes. \*Oversee the review and development of financial management related policies. \*Give input towards preparation of the IDP and SDBIP. \*Compile relevant reports as required by finance management legislation. \*Responsible for ensuring compliance with corporate governance principles within the Financial Services Department.

**Knowledge and Attributes:**

\*Strategic leadership and management. \*Strategic financial management. \*Good governance and ethics and values. \*A high level of written and verbal communication skills. \*A high level of emotional intelligence. \*Proven ability to communicate and negotiate in all sphere and levels of government. \*Ability to meet deadlines. \*Attention to detail. \*Ability to work under pressure. \*Proven ability to provide strategic and innovative leadership. \*Strategic thinking and analysis.