

MANTSOPA LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT VACANCIES

Mantsopa Local Municipality subscribes to the principles of the Employment Equity Act and needs to appoint suitably qualified and experienced people in the following positions. People with the relevant skills and expertise are invited to apply.

DIRECTOR CORPORATE SERVICES (FIVE YEARS' FIXED-TERM PERFORMANCE BASED CONTRACT)

SALARY: An all-inclusive remuneration package will be applicable and negotiable.

REQUIREMENTS: Applicants must have at least 5 - 10 years' proven senior management experience. A relevant Bachelor's degree in Public Administration/Management or equivalent. Strategic leadership management, communication, analytical and people management skills. Functional exposure to the listed key performance areas at management level. Proven ability to provide visionary, innovative and strategic leadership to a diverse workforce. Demonstrated ability to develop partnerships, provide vision, set organisation direction and to inspire others as part of a team to deliver on the organisational mandate. Proven ability to build and maintain relationship with diverse stakeholders including spheres of government, business, interest groups and community base organisations. In-depth knowledge and understanding of relevant general and specific legislations. Strong communication (written and verbal), report writing, presentation and facilitation skills. Language proficiency in at least two of the three official languages of Mantsopa Local Municipal area (English, Afrikaans, Sesotho).

RECOMMENDATIONS: A relevant postgraduate qualification. Working knowledge of relevant national, provincial and local government legislations, regulations, strategies and policies. Clear understanding of the developmental challenges facing local government in general and Free State in particular, will be advantageous.

KEY FUNCTIONS: Manage and offer administrative support to other departments. Human Resources Management and Customer Care. Information Technology and Communication Management. Council Support and Committees. Legal Services. Records Management and Archives. Overall Administration Services.

CHIEF FINANCIAL OFFICER (FIVE YEARS' FIXED-TERM PERFORMANCE BASED CONTRACT)

SALARY: An all-inclusive remuneration package will be applicable and negotiable.

REQUIREMENTS: Applicants must have of at least 5 - 10 years' proven senior management experience in local government finance. An appropriate B degree in Finance or equivalent. A Chartered Accountant qualification is recommended. The ability to communicate at all levels of government and with all stakeholders. A sound understanding and experience of local government. Policy framework and finance.

KEY FUNCTIONS: The key challenges for this strategic position will be to: Design and implement management strategy. Prepare budget for the municipality and monitor spending patterns. Compile financial statements for the Municipality. Ensure compliance with all legislations, by-laws and council's policies on financial matters. Advise the Accounting Officer on the exercise of powers and duties assigned to the Accounting Officer in terms of the MFMA. Manage revenue, expenditure, payroll, debtors, creditors, assets, projects, insurance and risks. Ensure compliance with Supply Chain Management regulations and manage the Supply Chain Management unit. Manage the statutory audit and provide assistance to Auditor General. Drive the process of transformation that embraces the principle of development finance. Submit financial reports in accordance with the requirements of the MFMA and other legislation. Facilitate and manage stakeholders within the municipality, particularly with relevant organs of state.

Applications to be forwarded as follows: CVs with certified copies of educational qualifications and ID as well as a covering letter stating for which position you are applying for, addressed to: **The Municipal Manager, Human Resources, Mantsopa Local Municipality, PO Box 64, Ladybrand, 9745 or delivered to 38 Joubert Street, Ladybrand. Please note that no faxes or e-mails will be accepted.**

Closing date: 18 May 2012 at 16:30. Please note that if you have not received any correspondence from the Municipality after one (1) month from the closing date, you can consider your application as unsuccessful. Council reserves the right not to appoint any of the applicants.

Enquiries: Municipal Manager: Mr SM Selepe on 051 924 0654.

Applicants with fraudulent qualifications, documents or driver's licences will immediately be disqualified. A candidate/applicant who canvasses with any councillor for preference will also be disqualified from the selection process or from appointment.

**SM SELEPE
MUNICIPAL MANAGER**