



NOTICE NO: 40/2013

Maluti-a-Phofung hereby invites the application for the following positions:

CORPORATE SERVICES DIRECTORATE

1. MANAGER: HUMAN RESOURCES SERVICES

REQUIREMENTS

- B Honours in Human Resource/ Master Degree will add as an advantage
- Good Communication and Negotiation skills.
- Able to negotiate / advise all Directorates.
- Knowledgeable about Skills Development and Employment Equity Programme.
- At least 3 years Human Resource experience.

DUTIES

- Management and supervision of Personnel Section.
- Manage the Employment Equity Plan of Council.
- Manage the recruitment of personnel in the Council.
- Represent Council in various committees' workshop and forum.
- Manage the Labour Relations Division of Council.
- Manage the Training activities of the municipality.
- Manage the employment wellness programmes of Council
- Write items, reports and minutes to various committees of Council.
- Manages the leave administration of the municipality.
- Manages the pension fund, medical schemes and the benefits of employees.
- Create and implement the Human Resource Strategy of Council.
- Execute resolutions of Council.
- Formulate Human Resource policies for Council.
- Manages the Organizational Development Programme of Council.
- Responsible for the management of the human resources function within the Municipality consisting of the following duties.
- Provide recruitment support services to directorates through advertisements, Interview sessions, and recommendations for appointments to Municipal

Manager and ensuing of letters of appointments in order to staff the directorates.

- Co-ordinate recruitment for directorates (Municipal Infrastructure, Public Safety, Executive Services and Local Economic Development and Tourism and Tourism) to ensure staffing through advertisement and interviews.
- Supervise skills Development Facilitator to ensure implementation of the skills development plan through meetings and reports.
- Co-ordinate compilation and implementation of Employment Equity Plan to ensure compliance with the Act through meeting consultations and outsourcing.
- Develops & recommends Human resources related policies to ensure sound labour relations through submission to relevant committees.
- Implement Human Resources related decisions of Council, Mayoral Committee (Mayco) / Portfolio Committee and Local Labour Forum (LLF) through letters, memorandums, instructions and consultations to effect decisions made.
- Verifies the update of leave and payroll through checking of leave record and payroll inputs ensure quality work and compliance.
- Submissions of Human Resources items to Council and LLF to secure agreements to be embarked upon regarding special request from employees and attending to matters below the authority of the Bargaining Council.
- Co-ordinate the submission of the employer items to the LLF through item submissions and giving labour related perspective on items to facilitate bargaining with labour.
- Supervised Human Resources Practitioner, LLF Administrative Officer, Employee Assistance Programme Officer to oversee the rendering of human resources services , LLF administration and employee assistant programme to employee
- Responsible for the development, maintenance and implementation of all human resources policies and procedures.

SALARY

Post level 1 of a Grade 9 Municipality

2. LABOUR RELATIONS OFFICER

REQUIREMENTS:

- Honours Degree in Labour Relations /Master's Degree will add as an advantage
- A relevant tertiary qualification (NQF5)
- Computer Literacy
- 2-3 Years' experience
- Strong interpersonal and communication skills
- Ability to work to deadlines and under pressure
- Maintain absolute confidentiality.

DUTIES

- Co-ordinates and controls procedures and research sequences associated with Disciplinary and Grievance cases and enquiries
- Interpreting the nature of the case through studying of literature / transcripts from enquiries.
- Researching case law and interpreting the relevance of outcomes to the charges against the member.
- Scheduling meetings with the Management Representatives and providing guidance on the approach / strategy to be adopted during the enquiry / hearings.
- Preparing and submitting the necessary documentation / application forms indicating the Municipality's intention to proceed with the disciplinary action or, defend the grievance lodged or appeal against an outcome / award.
- Prepares and represents the Municipality in cases referred for Conciliation / Arbitration.
- Presenting the case, calling on and questioning witnesses and presenting closing arguments.
- Participating in Committees and Working Groups and providing advice / guidance on the interpretation of policies and procedures impacting / influencing conditions of employment
- Preparing reports on Disciplinary / Grievance cases referred and attended to, outlining outcomes / awards for submission to the Manager; Human Resources and specific Committees for perusal and comment.
- Compiling and presenting reports, referring to statistics to describe the industrial relations climate in the organization.
- Maintaining cases files containing all documents, correspondence and outcome / award determination and / or accessing / retrieving information upon request.

SALARY

Post level 5 of a grade 9 municipality.

FINANCIAL SERVICES DIRECTORATE

3. MANAGER SUPPLY CHAIN PRACTITIONER

REQUIREMENTS:

- Bachelor's degree in finance or equivalent.
- 3 years relevant experience in middle/ senior management level.
- Extensive knowledge of the relevant statutes
- Computer literacy

- Ability to develop and work with other persons.
- Ability to undertake non-systematic decision independently.
- Ability to manage undesirable behaviour and dispute management.
- Above average report writing ability.
- Reasonable communications skills.
- Ability to analyse reports.

DUTIES

To ensure effective, efficient, transparent and cost-effective implementation of Supply Chain Management functions.

- Develop guidelines for determining excessive use or abuse of resources (telephone, council vehicles etc) and distribute to all concerned persons.
- Approve short term deductions for amounts owed to the municipality by employees or those in favour of the employee.
- Review reports of excessive use as would be provided by account clerks for telephone and institute
- Corrective measures.
- Review completeness of payroll before payment authorization.
- Oversee and ensure that the supply chain management section complies to the established policies on supply chain management.
- Ensure that all payments are made timeously within the framework of the policies applicable and prior or on due date.
- Ensure that all expenditure and supply chain reports are submitted timely to the relevant persons and reviewed appropriately.
- On approval by the relevant authority, serve and advise in the municipality bid committee.
- To monitor the implementation of the supply chain management policy and any authorised and lawful amendments thereto.
- Authorize all payments as one of the cheque signatories and inspect that all payments to be made are valid expenses incurred for the bona fide business purpose of the municipality and in line with the supply chain management policy and any approved statute.
- Develop guidelines for acceptable documentation supporting claims of expenditure and obligation. e.g. Supplier Tax Invoice. Communicate to junior personnel on the acceptability of invoices.
- Establish and continuously review service level contracts of all service providers for the supply chain management and expenditure management division.
- Review creditor's reconciliations (remittances) as prepared by the accountant Expenditure.

- Apply stationery controls with regard to documents that have potential of creating a fictitious obligation for the municipality e.g. Payment Order for special project salaries and Internal Payment requisition and cheque book.
 - Deliver the special projects bank payment order.
 - Communicate the period in which the bank payment order shall be accepted as binding on the bank to make money available to valid claimants
 - Authorize expenses in excess of the pre-set levels, only if sufficient and appropriate justification exist which is bona fide business activity of Maluti-A-Phofung and may not have been foreseen at the time the advance was made.
 - Update authorized deductions on the person's earnings, only on receipt of written confirmation for such deduction.
 - Develop, communicate and continuously review the applicability of the developed guidelines on what constitutes a valid deduction instruction on employee salaries.
 - Review amendments in the financial variables in the payroll system and assess the implications of such changes on the budget line items.
 - Alternate with the Senior Manager Financial Management in the review of registers of unclaimed honoraria, cheques and undelivered expense vouchers and related suspense accounts.
 - Approve all amendments into Database.
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- Bid admin effectively managed in terms of SCM policy.
 - Overseeing activities within the stores division.
 - Developing plans for stock counts.
 - Review and approve all additions into the supplier database.
 - Ensure that bid administration is managed in accordance to supply chain management policy.
 - Review and authorize planning and operations within stores and develop inventory count plan.

SALARY

Post level 3 of a Grade 9 Municipality

4. SENIOR MANAGER: BUDGET & REVENUE

DUTIES

- Annually during at the commencement of budget process, ensure that an assessment was performed to determine whether the Budget Related policies need a review or whether will continue to be implemented in their current status.
- During the budgeting process, liaise with various stakeholders and consider their views and recommendations regarding the approach to and other important trends to be considered for preparation of the budget in question.
- Ensure that the budget is prepared within the prescribed time frames and other legal requirements and guidelines.
- Ensure that, in line with prescribed legislative requirements, the budget is advertised and any inputs and / or comments received are taken into account and where appropriate, responded to.
- Ensure that the spending of funds is in accordance with the budget and that measures are in place to prevent overrun.
- Ensure that all cashiers are allocated sufficient cash float and that it is accounted for on a daily basis.
- Ensure that other revenue collected by other departments within the municipality is timeously and properly accounted.
- Ensure that systems of internal controls for budget and revenue management are monitored and where appropriate, reviewed.
- Address audit queries emanating from external and internal audit pertaining to the Budget & Revenue section.
- Enforce compliant and seamless implementation of appropriate policies related to the Financial Management section.

REQUIREMENTS:

A bachelor degree / and Honours Degree in Accounting will serve as an advantage.

3 years relevant experience in middle / senior management level.

Extensive knowledge of local government legislation and other related legislation.

- Computer literacy.
- Excellent verbal and communication skills.
- Ability to work well under pressure and be able to make intelligent decision independently.
- Ability to develop and work with other persons.
- Excellent report writing ability.

SALARY

Post level 1 of a Grade 9 Municipality

5. MANAGER: MFMA, COMPLIANCE AND REPORTING

DUTIES

To ensure proper implementation of Municipal Finance Management Act, its regulations and other Treasury guidelines so as to enhance accountability.

- Liaise with sectional heads within the Departments to determine whether the Budget Related policies need a review.
- Ensure that revenue projections budgeted for are realistic and were determined according to methodology provided for by the MFMA.
- Ensure that there are sound consultations with the District municipality and other stakeholders on the budget during preparation.
- Facilitate the advertisement of the annual budget, adjustment budget and any other information as may be prescribed within the prescribed legislative framework.
- Facilitate responses to inputs and / or comments received with regard to the publicised budget where necessary.
- Analyse various internal reports to determine whether revenue and expenditure are properly monitored in line with the budget.
- Ensure that the department report both internally and externally as may be required within the prescribed legal framework and time frames.
- Monitor and report on all other legislative aspect that requires the Finance department to comply with, including MFMA, accounting standards, regulations, guidelines, etc.

REQUIREMENTS:

A bachelor degree / and Honours Degree in Accounting will serve as an advantage

3 years relevant experience in junior/middle management level.

Knowledge of local government legislation and other related legislation.

- Computer literacy.
- Good verbal and written communication skills.
- Ability to work well under pressure and be able to make intelligent decision independently.
- Ability to develop and work with other persons.
- Good report writing.

SALARY

Post level 3 of a Grade 9 Municipality

6.ACCOUNTANT: BUDGET PREPARATION & MONITORING

DUTIES

To ensure seamless budget preparation processes and accountability over budget implementation.

Ensure that the budget preparation schedule is tabled to council annually by August in order to kick-start the budget process.

- Participate in the broader budget preparation process and provide such information and comments as may be necessary in order to ensure preparation of credible budget.
- Assist with the facilitation of consultations with the District municipality and other stakeholders on the budget during preparation process.
- Collate all inputs and comments received during the public participation process and other stakeholder engagements on the budget.
- On an on-going basis, monitor the entire budget implementation process and where appropriate recommend appropriate corrective measures.

REQUIREMENTS:

A bachelor degree or National Diploma in Accounting

3 years relevant experience in junior/middle management level.

Knowledge of local government legislation and other related legislation.

- Computer literacy.
- Good verbal and written communication skills.
- Ability to work well under pressure and be able to make intelligent decision independently.
- Ability to develop and work with other persons.
- Good report writing.

SALARY

Post level 5 of a Grade 9 Municipality

7.BUDGET OFFICER:

COMPLIANCE

DUTIES

To render auxiliary support for compliant budget preparation, implementation and reporting.

- Assist in all aspects of ensuring that the budget is prepared within prescribed legislative framework.
- Assist in all aspects of ensuring that budget is implemented in line with the approved budget implementation plan.
- Assist in all aspect of ensuring that the budget is monitored continuously throughout the financial year.
- Assist in all aspects of ensuring that budget reporting is done within the prescribed legislative framework.

REQUIREMENTS:

National Diploma in Accounting/ B Degree in Accounting will add as an advantage

Relevant experience / applicable knowledge in local government.

Computer literacy.

Good communication skills.

Ability to work well under pressure.

Ability to obey instructions and work with other persons.

Report writing.

SALARY

Post level 6 of a Grade 9 Municipality

8. ASSISTANT ACCOUNTANT: GOVERNMENT ACCOUNTS & INSTITUTIONS

To render auxiliary support in managing government and other institutions' accounts.

DUTIES

Assist in ensuring that all government and institutions accounts are dispatched / deliver timeously and to the correct addresses.

On a monthly basis, prepare a list of all government and institutions accounts printed and dispatched and enquire on any discrepancies between printed and dispatched accounts.

Assist in all aspects of revenue collection and credit control regarding government accounts and institutions.

REQUIREMENTS

National Diploma in Accounting/ B Degree in Accounting will add as an advantage

Relevant experience / applicable knowledge in local government.

Computer literacy.

Good communication skills.

Ability to work well under pressure.

Ability to obey instructions and work with other person

SALARY

Post level 6 of a Grade 9 Municipality

9.MANAGER REVENUE

DUTIES

To oversee the electricity technical support requirements from the unit.

- Provide technical advice and recommendation on electricity technical support
 - Manages the technical response contract
 - Provide monthly report on daily house hold audits
 - Provide monthly report on normalization of house hold
 - Ensure the technical callout are executed and completed
 - Oversee the revenue protection unit
 - Manage and control the electricity material inventory for the unit
 Provide technical advises with regard to revenue enhancement
- Perform all duties assigned to the Cashier in her / his absence or as may be directed by the manager in charge.

REQUIREMENTS:

A bachelor degree / and Honours Degree in Accounting will serve as an advantage.

Relevant experience / applicable knowledge

- Computer literacy.
- Good communication skills.
- Ability to work well under pressure.
- Ability to obey instructions and work with other persons.
- Report writing.

SALARY

Post level 1 of a Grade 9 Municipality

10.INFORMATION TECHNOLOGY OFFICER

DUTIES

- Provide IT support to the electricity revenue management unit
- Provide Second line support to the electricity vendors
- Responsible for prepaid vending system user accounts management and access control
- Ensure all the electricity vending stations are operational and accessible
- Responsible for the installation of new vending stations
- Responsible for training of new electricity vendors and cashiers
- Responsible for the hardware and software inventory of all the vending station
- Daily liaisons with the third line support personnel to ensure the vending stations are operational
- Ensure that auxiliary hardware is always available to reduce downtime of the vending stations
- Provide technical advice on new technologies regarding electricity vending and revenue management
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Daily reporting to the management on vending stations status

- Perform all duties assigned to the Cashier in her / his absence or as may be directed by the manager in charge

REQUIREMENTS:

Diploma in Information Technology

Relevant experience / applicable knowledge

- Computer literacy.
- Good communication skills.
- Ability to work well under pressure.
- Ability to obey instructions and work with other persons.
- Report writing.

Salary

Post level 8 of a Grade 9 Municipality

11.BILLING OFFICER X 2

Ensure accurate monthly billing of all electricity accounts.

DUTIES

- Perform daily management of electricity credit accounts on the billing system
- Prepare electricity account journals and ensure the journals are processes
- To capture monthly reading on the billing system
- Assist with the compiling of the monthly cut off list
- To assist with the opening and closing of electricity accounts

To ensure all accounts are properly billed every monthly

Perform all duties assigned to the Cashier in her / his absence or as may be directed by the manager in charge.

Requirements:

Diploma in Accounting

Relevant experience / applicable knowledge

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- Computer literacy.
 - Good communication skills.
 - Ability to work well under pressure.
 - Ability to obey instructions and work with other persons.
 - Report writing.

Salary

Post level 8 of a Grade 9 Municipality

12.MANAGER: ASSETS &STORES

To ensure safeguarding of the municipality's stores material and inventory and to ensure control and accountability over fixed assets.

DUTIES

- Continuously assess risk within control environment of the financial reporting and asset control and ascertain that identified risks are addressed or compensating controls are developed.
- Ensure that a comprehensive asset register within the framework recommended by the National Treasury is maintained
- Continuously review the asset register and ensure that asset balances are fairly reflected in the General Ledger Account.
- Ensure that all external and internal audit queries relating to asset management and stores are timeously and adequately addressed.
- Provide appropriate advice at various levels of acquisitions and disposal of assets
- Regularly review the sufficiency of insurance cover over all the assets and inventory of the municipality.
- Ensure that there are appropriate restrictions and access control to stores
- Regularly ensure that the risk management strategy adopted is sufficient and appropriate in relation to the municipality's assets and ensure that there are fire prevention tools at stores at all times.
- Regularly review the stores' disaster recovery plan and ensure rehearsal of a disaster recovery procedure as contained in the plan.
- Initiate and manage inventory count procedures and processes.

Requirements:

A bachelor degree / and Honours Degree in Accounting will serve as an advantage.

3 years relevant experience in junior /middle management level.

Knowledge of local government legislation.

- Computer literacy.
- Good communication skills.
- Ability to work well under pressure and be able to make intelligent decision independently.
- Ability to develop and work with other persons.
- Good report writing.

Salary

Post level 1 of a Grade 9 Municipality

LED AND TOURISM DIRECTORATE

13. MANAGER TOURISM

Requirements:

- Honours Degree in Tourism or Development studies/ Maters Degree will serve as an advantage
- Code EB Drivers ;License
- Computer Literacy
- Experience in the administrative and financial field
- Experience in the commercial, project management and financial field.

Duties

1. Manage LED Projects
2. Manage, monitor and evaluate work of appointed service providers
3. Identify possible funders
4. Perform any other organisational that may arise from time to time as directed by Director LED and Tourism.
5. Researches and develop strategic and short term plans for the Tourism division's functionality.
6. Manages the division and formulate specific policies and procedures and forwards/ presents to the Director, LED and Tourism and/or Councils Committees.

Salary

Post level 1 of a grade 9 municipality.

HUMAN SETTLEMENT, SPATIAL DEVELOPMENT AND PLANNING DIRECTORATE

14. CHIEF TOWN AND REGIONAL PLANNER

REQUIREMENTS:

- Relevant B Degree in Town and Regional Planning or equivalent.
- Relevant working experience in the Town Planning Environment.
- Must be registered as professional planner with SACTRP
- Must have a valid drivers licence.
- Must be computer literate.
- Relevant experience in Local Government and Land Use Management procedures will be an added advantage.

DUTIES

- To evaluate and report to relevant structures i.r.o. Land Use Management applications such as zoning and spatial planning issues.
- To assist in policy compilation i.r.o. Land Use Management and Spatial Planning.
- To provide inputs on approval of site development and building plans.
- Execute and evaluate Town Planning duties for the Municipality, future planning, advice to the public, interpreting and execution of by-laws.
- Implementation of laws pertaining to town planning practice.
- Compile the departmental budget annually, along with the operational plan to provide a framework for service delivery.
- Liase with the different state departments on land transfer.
- Advise the council in matters that involve town planning specifically and land in general.
- Supervise Land Use Management through the application of the Town Planning Scheme.
- Supervise the provision of residential, business and other erven to the public through township establishment.
- Supervise the handling of town planning applications for the municipality, such the subdivision, rezoning or consolidation.
- Advice other directorates within the municipality on town planning issues.

Salary

Post level 1 of a grade 9 Municipality

15. BUILDING INSPECTORS (3)

REQUIREMENTS

- Matric
- NQF Level 5. Trade Tested Artisan in the civil/ construction industry
- 3 years tertiary education in Civil Engineering, Building Science and Architecture
- Code ED
- 2-3 Years experience

DUTIES

- Physically visiting specific work sites.
- To establish materials, the construction of the work and procedures are in accordance with approved design drawings, specifications, statutory regulations (National Building Regulations) and Town Planning Schemes.
- Taking samples of material on specific work-sites
- To check tolerances, compaction, etc and compares findings with stipulated specifications / requirements.
- Issuing compliance notices to facilitate the demolition of illegal constructions
- To ensure public safety and adherence to building regulations standards.

Salary

Post level 7 of a grade 9 municipality.

16. TOWN PLANNERS (3)

REQUIREMENTS:

- Matric
- Tertiary Qualification in Town and Regional Planning (Registration with SACTRP will add as an advantage)
- Minimum of three (3) year experience

DUTIES

- Land use Management through the application of the Town Planning Scheme
- Correspond with the public on matters relating to development and land use issues.
- Supply information to members of the public and other officials regarding town planning practices (as well as any other information about the urban environment) within the municipality.
- Provision of residential, business and other erven to the public through township establishment.
- Handling of town planning applications for the Municipality, such as subdivision, rezoning and consolidation of Municipality property.
- Evaluation of applications from the public for township establishment, subdivision, rezoning and consolidation of erven within the municipal area and commenting on these applications to the Free State Province.
- Advice other departments within the municipality on town planning issues.
- Check building plans to ensure that the plan conform to building regulations as stipulated in the Town Planning Scheme.

Salary

Post level 5 of a grade 9 municipality

17. TOWN PLANNING TECHNICIAN

REQUIREMENTS:

- Matric +
- Tertiary Qualification in Town and Regional Planning.
- Minimum of one (1) year experience
- Code EB Driver's License

DUTIES

- Prepare reports for Directorate and different committees by collecting accurate data
- Evaluate progress on major developments affecting the Directorate by assessing progress reports and site visits.
- To ensure proper land use Management.

- Handling of Town planning applications
- Handling of Town planning applications for the municipality by referring to applicable legislation to ensure orderly planning
- Conducts survey to gather information for planning purposes by sites visits.
- Comply with statutory obligations and delegated powers by referring to applicable legislations
- To provide planning information to the general public by referring to applicable legislation and manuals.

SALARY

Post level 7 of a grade 9 municipality

18. GIS OPERATOR

REQUIREMENTS:

- Matric +
- Tertiary Qualification in GIS/Geography .
- Computer Literate
- Minimum of one (1) year experience
- Code EB Driver's License

DUTIES

- Organise training for staff who are not familiar with GIS System
- Produce composite maps for use in town planning and other departments
- Provide site details to members of the public
- Digitize any relevant information to be incorporate into images.
- To ensure GIS system is updated and running smoothly.
- To ensure the effective implementation of the SDF and land use management.

SALARY

Post level 5 of a grade 9 municipality

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Applications, together with a comprehensive curriculum vitae and certified copies of qualifications, must be forwarded to:

**The Municipal Manager
Maluti-a-Phofung Municipality
Private Bag X805
WITSIESHOEK
9870**

**Applications can also be handed in at the office of the *Director Corporate Services*,
Municipal Offices Phuthaditjhaba, Corner of Motlounge and Moremoholo Streets,
Phuthaditjhaba.**

**FOR ADMINISTRATIVE ENQUIRIES PLEASE CONTACT MR FUTHULI
MOTHAMAHA
TEL NUMBER 058 718 3883/058 718 3803**

Applicants are advised that, if they have not heard from us within 30 days of the date of closure, they should accept that their applications were not successful. The Municipality reserves the right not to make any appointments on all or some of the posts advertised.

CLOSING DATE: 31ST MAY 2013

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**LMD NTOMBELA
MUNICIPAL MANAGER**