



MALUTI-A-PHOFUNG Municipality

DIRECTOR: CORPORATE SERVICES

(5-year fixed-term contract)

Salary: Negotiable

The Maluti-a-Phofung Local Municipality seeks to fill the position of Director: Corporate Services to lead and direct the Directorate: Corporate Services.

Requirements: • Minimum competency level of B degree, preferably in Public Administration, Business Administration/Honours/Masters • At least 5 years' or more relevant experience • Valid driver's licence • CPMD/Executive Leadership would be an advantage • Comprehensive knowledge and understanding of Municipal Legislation • Computer literacy.

Core responsibilities: • Strategically direct and manage activities related to Human Resources, Administration and Auxiliary Services and Legal Services • Direct the development of the human resources management strategy in order to meet the vision and strategic objectives of the institution • Direct the development and maximisation of individual and business units, skills and the core competencies in order to meet the strategic and service delivery requirements and needs • Direct the strategic development of the Directorate's budget in accordance with the priorities identified • Ensure implementation of the budget in accordance with the laws and policies applicable in the Corporate Governance (King II) report • Manage the quality management systems and accreditation • Lead and facilitate the adoption of a competitive service-orientated work culture • Promote sound relationships between management, staff, Councillors and other stakeholders • Study transformation trends and develop OD products based on findings • Directly support and advise managers on employment relations issues.

CHIEF FINANCIAL OFFICER

(5-year performance-based employment contract)

Remuneration: Negotiable

Requirements: • Minimum competency level of BCom (Accounting or Economics), Bachelor of Business Admin/Accounting • At least 5 years' or more relevant experience • Valid driver's licence • CPMD/Executive Leadership would be an advantage • Comprehensive knowledge and understanding of Municipal Legislation • Computer literacy.

Required knowledge, skills and competencies: • Strategic leadership and management • Strategic financial management • Operational financial management • Financial and performance reporting • Risk and change management • Legislation, policy and implementation • Understanding and knowledge of financial computer systems • Supply chain management • GRAP standards.

Core responsibilities: • Be responsible and accountable for the management of the Financial Services Department regarding policy making, organising, financing, personnel management, utilisation and discipline • Be responsible for governance management and control • Advise Council, the Mayoral Committee, Accounting Officer and Senior Management on the exercising of powers and duties assigned to the accounting offices in terms of the MFMA • Supervise and execute powers over the recording of financial transactions to ensure that all financial transactions are accounted for • Ensure the implementation of GRAP standards • Prepare annual financial statement • Compile the budget according to MTREF standards • Supervise and control financial aspects of capital projects (financing, loan approvals, borrowing powers) • Be responsible for asset register • Ensure the development and implementation of strategies that have measurable positive impact on financial performance • Take overall responsibility and accountability for all income, expenditure, assets and discharge of all liabilities of the Municipality.

MANAGER: MEDIA AND COMMUNICATIONS

Requirements: • BA or National Diploma in Media Management, PR, Communications, Journalism • Experience in media/communication in a senior position • Research abilities • Computer literacy.

Core responsibilities: • Formulate and implement media strategy by planning, organising, leading and control of strategic objectives for the section in order to portray a positive image of the Council • Formulate and monitor the media policy • Act as official spokesperson of the Maluti-a-Phofung Municipality on organisational, technical and administrative issues • Manage 3 media and communication staff members • Do budget control for the media and communication section • Advise Management on matters relating to media and communication • Liaise with local, national and international media, including print and electronic publications, radio and television • Update and monitor the media division on the Municipality website • Analyse media and communication trends by researching media publications and media analysis reports • Manage all news releases and publicity campaigns of the Maluti-a-Phofung Municipality • Compile media and communication reports for the Maluti-a-Phofung Municipality and its management • Identify media opportunities for the Maluti-a-Phofung Municipality • Manage the process of responding to media complaints and enquiries • Approve all media responses, news releases and any other material to be distributed to the media before dissemination • Liaise with the Executive Mayor/Municipal Manager on matters relating to the media and communications • Manage the media information and photographic database, brochures, pamphlets, etc • Manage the development and implementation of all media campaigns and projects to profile the Municipality • Ensure Senior Management receive media training and know how to deal with the media • Establish and manage an efficient 'news agency' for the Municipality • Visit local media houses to ensure good relationships with all media • Facilitate and manage after-hour media enquiries • Attend Council, Mayoral Committee and Management meetings • Perform all other duties as instructed by the Municipal Manager and the Executive Mayor.

Please note this is a readvertisement and candidates who applied previously are invited to reapply.

Closing date: Friday, 26 October 2012.

Applications, together with certified copies of highest qualifications, must be addressed to the Municipal Manager, clearly indicating the notice number, and must reach this Office by no later than 12:00 on Friday, 26 October 2012 at Private Bag X805, Witsieshoek 9870 or at the Municipal Offices in Phuthadijhaba.

For administrative enquiries, please contact TS Majosi at (058) 718-3732/3747.

Please note that if you do not receive any correspondence from us regarding your application within 30 days of the closing date of this advertisement, you should regard your application as unsuccessful.

NB: Canvassing will automatically disqualify a candidate.