

Lesedi Local Municipality, with its Head Office situated in Heidelberg, invites suitably qualified candidates to apply for the following positions:

**Office of the Executive Mayor
MUNICIPAL MANAGER
(5-year fixed-term contract)**

Remuneration package: Minimum R1 011 686 - Midpoint R1 176 380 - Maximum R1 341 073 in line with Government Notice No 380 of 2016 on TRP packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

The candidate to be appointed will be stationed at the Head Office, corner HF Verwoerd and Louw Streets, Heidelberg.

Requirements: • Bachelor's degree in Public Administration/Political Science/Law or equivalent • Certificate Programme in Municipal Development (CPMD)/Municipal Finance Management Programme (MFMP) • Postgraduate qualification would be an added advantage • 5 years' relevant experience at Senior Management level and proven successful institutional transformation within public or private sector. **Note:** Candidates who are not in possession of the CPMD/MFMP in line with Notice 29967 of 15 June 2007 on Municipal Regulations on Minimum Competency Levels will be given an opportunity to obtain such certificate within 18 months, if appointed. Please note that recommended candidates will undergo security vetting, including inter alia competency assessments, the verification of Curricula Vitae, qualifications and criminal records. The successful candidate will be required to sign an employment contract, annual performance agreement as well as to disclose their financial interests.

Competencies: • Advanced knowledge and understanding of relevant policy and legislation • Advanced understanding of institutional governance systems and performance management • Proven ability to communicate and negotiate at all levels of Government • Advanced understanding of Council operations, delegations of powers, King III Code and good governance, audit and risk management establishment and functionality, including budget and finance management.

Core competencies: • Strategic direction and leadership • People management • Programme and project management • Financial management • Change management • Governance leadership.

Key performance areas: As the Accounting Officer and Head of Administration, the incumbent will take responsibility for overall performance in the following areas: • Formulating and developing an economically sustainable, effective and efficient Integrated Development Plan • Developing and implementing the Municipality's Performance Management System • Managing the Municipality's administration in accordance with the Constitution of the Republic, Local Government Municipal Finance Management Act, Municipal Systems Act, and other relevant legislation applicable to the Municipality • Managing the provision of services to communities in a sustainable and equitable manner • Facilitating the participation of the local communities in the affairs of the Municipality • Developing and maintaining a system to assess community satisfaction with municipal services • Managing, appointing and maintaining staff discipline • Ensuring effective and efficient utilisation of the resources of the Municipality • Promoting sound labour relations and compliance by the Municipality with applicable labour legislation • Advising office-bearers with regard to the legal implications of Council decisions • Managing communication between office-bearers and personnel • Administering and overseeing the implementation of Council resolutions • Administering and overseeing the implementation of municipal policies, by-laws and other relevant provincial and national legislation • Ensuring sound management of all assets, income and expenditure of the Municipality • Managing liabilities of the Municipality in an efficient and effective manner • Implementing the strategic goals for the Municipality through cooperative and innovative teamwork.

**Office of the Municipal Manager
Department: Corporate Services**

**EXECUTIVE MANAGER: CORPORATE SERVICES
(5-year fixed-term contract)**

Remuneration package: Minimum R835 477- Midpoint R965 869 - Maximum R1 096 262 in line with Government Notice No 380 of 2016 on TRP packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

The candidate to be appointed will be stationed at the Head Office, corner HF Verwoerd and Louw Streets, Heidelberg.

Requirements: • Bachelor's degree in Public Administration/Management Sciences/Law or equivalent from a recognised tertiary institution • Minimum of 5 years in the Corporate Support Services field at middle management levels • Postgraduate qualification would be an added advantage • Proven track record of managing functions relating to Corporate Support Services • 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 • Certificate in Municipal Finance Management or Certificate Programme in Municipal Development (CPMD) in line with Notice 29967 of 15 June 2007 on Municipal Regulations on Minimum Competency Levels. **Note:** Candidates who are not in possession of the CPMD/MFMP will be given an opportunity to obtain such certificate within 18 months, if appointed. Please note that recommended candidates will undergo security vetting, including inter alia competency assessments, the verification of Curricula Vitae, qualifications and criminal records. The successful candidate will be required to sign an employment contract, annual performance agreement as well as to disclose their financial interests.

Competencies: • Good knowledge and understanding of institutional governance systems and performance management • Good knowledge of corporate support services including human capital management, legal services, fleet management, facilities management, Information Technology and Council support • 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 coordination and oversight of all specialised support functions • Strategic leadership and management • Strategic financial management • Good governance and ethics and values • High level of written and verbal communication skills • High level of emotional intelligence • Proven ability to communicate and negotiate in all spheres 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.

Core competencies: • Strategic direction and leadership • People management • Programme and project management • Financial management • Change management • Governance leadership • Proven ability to communicate and negotiate at all levels of Government • Advanced understanding of Council operations, delegations.

Key performance areas: As the Head of Corporate Services, the incumbent will take responsibility for the overall performance in the following areas: • Providing strategic leadership in the Corporate Services Directorate of the Municipality, which includes human resource management, legal services and administrative services, fleet as well as facilities management • Developing and continuously evaluating the short- and long-term strategic organisational governance objectives of the Municipality • Ensuring policy development, research and compliance • Developing and monitoring systems, procedures and processes to ensure correct working operations and practices • Providing committee/secretariat support to Council and its committees • Coordinating Portfolio Committee meetings and business processes • Undertaking overall administration of Council records and archiving to ensure compliance with regulatory frameworks • Providing legal support and administration, including development/review of municipal by-laws, system of delegations, legal advice, etc • Developing and implementing the departmental SDBIP • Compiling, implementing, monitoring and reporting on the departmental budget • Giving inputs and support towards preparation of IDP to ensure alignment and efficient performance • Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality • Performing any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities • Overseeing the provision of support to other departments in relation to corporate support services including Human Resource services, legal services, facilities management, administration and fleet management.

All enquiries relating to job content can be directed to the Office of the Acting Municipal Manager, Mr I Rampedi at tel. (016) 492-0043/e-mail: mm@lesedi.gov.za during office hours (07:30 - 16:15). Notice No: 13/2017

Department: Finance

**FINANCIAL MANAGEMENT INTERN (2 POSTS)
Remuneration: R100 000 per annum**

Requirements: • The potential intern should be a new graduate • Preferably 3-year BCom or BTech in Financial Management with an accredited registered institute • Basic knowledge of MFMA • Knowledge of municipal finance environment • Must be within the age group of 21-35 years.

Duties: • Strategic and operational financial management • Financial and performance reporting • Governance, professional ethics and values • Auditing and accountability • Partnership and stakeholder relations • Change, risk and project management • Procurement and contract management.

Enquiries: Nerina Ramdaloo/Mpumi Dlamini, tel. (016) 492-0207/0244

Notice No: 02/2017

To apply, interested candidates must submit a fully completed application form, obtainable from our website: www.lesedi.gov.za Please attach a signed application letter, a comprehensive Curriculum Vitae (CV), certified copies of qualifications, driver's licence and Identity Document.

Applications in sealed envelopes must be hand delivered to the Office of the Municipal Manager, Corner HF Verwoerd and Louw Streets, Heidelberg during office hours only. Applications can also be posted to PO Box 201, Heidelberg 1438. Faxed, e-mailed or applications not made on the applicable application form will not be considered.

Closing date for all applications: 9 June 2017

Lesedi 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. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Lesedi Local Municipality reserves the right to appoint a successful candidate. 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.

**LESEDI
Local Municipality
Gauteng**