



# RUSTENBURG LOCAL MUNICIPALITY

## EXTERNAL ADVERTISEMENT

P O Box 16, Rustenburg, 0300, North West Province, South Africa  
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**“A World Class City where all communities enjoy the high quality of life”.**

The Rustenburg Local Municipality seeks to fill the following vacancies:

**Disabled applicants, who meet the stated requirements of the position, are encouraged to apply.**

### 1. OFFICE OF THE EXECUTIVE MAYOR

#### 1A. MONITORING & EVALUATION OFFICER (REF: OEM-1A)

**Salary:** R326 076 – R360 072 (Level 6) plus Transport Allowance

**Requirements:**

- Grade 12 plus National Diploma & NQF Level 6 will be an added advantage
- Plus a valid Driver's license

**Knowledge & Skills:**

- Knowledge of monitoring and evaluation with 3 years experience in monitoring and evaluation of project or programmes.
- Experience in impact evaluation and knowledge Local Government Legislation.

**Duties:**

- Monitoring and evaluation of performance strategic

programme.

- Data analysis, routine data quality management and create data reporting tools. Collection and collation of data on a regular basis.
- Manage information system reporting.
- Regular update of the monitoring and evaluation database system.
- Management of data captures in the Monitoring & Evaluation Unit.

planning & direction of the Municipality.

### 2. OFFICE OF THE MUNICIPAL MANAGER

#### 2A. MANAGER: OFFICE OF THE MUNICIPAL MANAGER (REF: OMM-2A)

**FIVE YEAR FIXED TERM CONTRACT**

Total remuneration package will be in terms of Government Gazette No. 38946, No. 40118 dated 4 July 2016 (i.e. Minimum R1 267 055, Midpoint R1 535 832 and Maximum R1 804 596 /annum) the incumbent will be reporting to the Municipal Manager.

**Requirements:**

- B-Degree in Public Management and Administration.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007.
- Five years' experience at middle management level as programme/project manager.
- Computer literacy and a valid driver's licence.

**Knowledge & Skills:**

Planning and organising skills financial management skills, people management skills, interpersonal skills, communication skills, report writing skills, computer literacy, problem solving skills, presentation skills, analytical skills project management skills, knowledge of planning procedures and regulations, a broad understanding of environment management and a comprehensive understanding of Municipal processes as well as strategy planning and monitoring. Demonstrate good verbal communication and writing skills.

**Duties:**

- Lead and manage the staff in the Office of the Municipal Manager
- Motivate and empower staff to deliver on Municipal Strategies and goals. Understand the financial and non financial implications of plans and Municipal Strategies and goals, including national and provincial policy statements and changes. Communicate the Municipality's mission and vision to various stakeholders.
- Coordinate all the Directorates in day-to-day operations of the Municipality.
- Ensure support from Office of the Municipal Manager in terms of service delivery targets.
- Ensure efficient and effective operation of the Office of the Municipal Manager
- Ensure compliance with all statutory requirements

#### 2B. MANAGER: STRATEGY & PLANNING (REF: OMM-2B)

**FIVE YEAR FIXED TERM CONTRACT**

Total remuneration package will be in terms of Government Gazette No. 38946, No. 40118 dated 4 July 2016 (i.e. Minimum R1 267 055, Midpoint R1 535 832 and Maximum R1 804 596 /annum) the incumbent will be reporting to the Municipal Manager.

**Requirements:**

- B-Degree in Strategic Planning
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007.
- Five years' experience at middle management level as programme/project manager.
- Computer literacy and a valid driver's licence.

**Knowledge & Skills:**

Planning and organising skills, strategic management skills, business management skills, interpersonal skills, communication skills, report writing skills, computer literacy, problem solving skills, presentation skills, analytical skills project management skills, knowledge of planning procedures and regulations, a broad understanding of environment management and a comprehensive understanding of Municipal processes as well as strategy planning and monitoring.

**Duties:**

- Implement and contribute to the development and review of credible plans including the Integrated Development Plan (IDP) and Service Delivery Implementation Plan (SDBIP).
- Advises and supports the Municipal Manager on strategic decisions.
- Draw up strategic business plans, oversees the development and monitoring of IDP and PMS
- Prepare a business and project plan to develop and implement strategic business plans for the Municipality per Directorate
- Coordinate the compilation of the strategic plans for the Municipality.
- Facilitate structured and unstructured PMS related support programs to ensure increased capacity.
- Research & analyse information critical for strategic

#### 2C. RISK OFFICER (REF: OMM-2C)

**Salary** R464 064 p/a (Level 3) plus Transport Allowance

**Requirements:**

- B-Degree in Commerce/ Accounting or Auditing and Risk Management plus a minimum of 3 years experience in Risk Management plus a valid Driver's license.

**Knowledge & Skills:**

Good understanding on knowledge of governance practices, internal control systems and ability to monitor Risk Management activities, programmes, enterprise Risk management concepts and methods, awareness of risk finance and control concepts. Ability to build effective relationships with other Risk Management performing functions such as disaster management, business continuity, health and safety insurance, compliance and fraud prevention.

**Duties:**

- Establish, implement and maintain an appropriate risk management strategy, policy and procedure for the municipality
- Facilitate annual and quarterly risk and fraud assessment exercises and monitor risk register
- Advice Management on risk management issues
- Ensure that mitigation plans are implemented as set out
- Ensure Risk Management Awareness in the municipality
- Report on Risk management progress to the Audit Committee quarterly
- Coordinate the activities of the Risk Management Committee and perform the Secretariat function thereof
- Provide advisory services to management on risk management matters
- Develop Strategic and Operational Risk Registers for all directorates within the municipality
- Establish and maintain a control environment on a continuous basis within the municipality on risk related matters
- Conduct Fraud Risk assessment and awareness
- Develop Fraud Prevention Strategy
- Respond to Audit findings both Internal and External

### 3. DIRECTORATE: TECHNICAL & INFRASTRUCTURE SERVICES

#### 3A. DIRECTOR: TECHNICAL & INFRASTRUCTURE SERVICES (REF: TIS-3A)

**FIVE YEAR FIXED TERM CONTRACT**

Total remuneration package will be in terms of Government Gazette No. 38946, No. 40118 dated 4 July 2016 (i.e. Minimum R1 267 055, Midpoint R1 535 832 and Maximum R1 804 596 /annum) the incumbent will be reporting to the Municipal Manager.

**Requirements:**

- B-Degree in Engineering or equivalent qualification.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007.
- Five years' experience at middle management level as programme/project manager.
- Registration with a relevant professional body
- Computer literacy and a valid driver's licence.

**Knowledge & Skills:**

Planning and organising skills financial management skills, people management skills, interpersonal skills, communication skills, report writing skills, computer literacy, problem solving skills, presentation skills, analytical skills project management skills, knowledge of planning

procedures and regulations, a broad understanding of environment management and a comprehensive understanding of infrastructure development principles and practices.

**Duties:**

- Required to lead and direct the Directorate: Technical & Infrastructure, which is responsible for the provision and management of Water & Sanitation, Mechanical Engineering Services and Electrical Engineering Services.
- Ensure that water loss is managed.
- Planning and implementation of water sanitation services to the communities of the Rustenburg Local Municipality.
- Develop and submit business plans to funding agencies
- Ensure the effective and efficient operation of both the mechanical and electrical workshop.
- Management and maintenance of all access roads within the Municipality.
- Management of all electrification of households affecting Rustenburg Local Municipality's jurisdiction.
- Budget and finance management

#### (ELECTRICAL ENGINEERING SERVICES) (REF: TIS-3B)

**Salary** R295 344 – R326 076 p/a (Level 7)

**Requirements:**

- National Diploma in Electrical Engineering
- 2-3 years relevant experience in electrical operations and use of testing equipment.
- Valid EC drivers license,

**Knowledge & Skills:**

- Knowledge of National Electricity Regulator and the Electricity Act, report writing skills, Municipal Systems Act & Municipal Structures Act.
- Excellent knowledge of instrumentation, protection of instrumentation, robot systems, High Voltage & Low Voltage test equipment and metering.

**Duties:**

- Install, inspect, maintain, troubleshoot, diagnose, repair and perform on bulk meters and robots. Test high voltage switchgear and transformers. Programme, test and set-up protection relays. Repair and maintain robot controllers. Install bulk energy meters and facilitate bulk meter reading.

#### 3B. TEST TECHNICIAN: INSTRUMENTATION