



# RUSTENBURG LOCAL MUNICIPALITY

P O Box 16, Rustenburg, 0300, North West Province, South Africa. Tel: (014) 590 3550 Fax: (014) 590 3552 Email: munman@rustenburg.gov.za

## EXTERNAL ADVERTISEMENT

**“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 and please indicate the nature of their disability.**

### A. OFFICE OF THE SPEAKER

#### A1. MANAGER: OFFICE OF THE SPEAKER (REF: OS-A1)

##### 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:

- Bachelors Degree in Public Administration
- 3-5 years applicable experience in Local Government
- Ability to maintain high confidentiality with the Political Leadership of the Municipality
- Valid Drivers License

##### Knowledge & Skills:

- Knowledge of Municipal Governance
- Understanding of Municipal Systems Act, Municipal Structures Act and Municipal Finance Management Act.
- Good analytical, interpersonal relation skills
- Excellent leadership and management skills
- Willingness and readiness to work long hours and under pressure

##### Duties:

- Assist and support the Speaker in executing the legislative responsibilities and any other duties and powers delegated by Council
- Advise and support the Speaker on administrative and strategic decisions
- Develop, monitor and review policies in line with relevant legislations applicable to the Office of the Speaker
- Oversee the operation and establishment of the Ward Committees and all matters pertaining thereto.
- Develop and oversee the establishment and operation of Ward Committees
- Monitor Council Meetings and other responsibilities such as Rules of Order of Council
- Facilitate the compilation and the distribution of all Council Committee's agendas and minutes and ensure that Council resolutions are implemented accordingly.
- Ensure consultative processes of all Wards/ Villages within the jurisdiction of the Municipality

### B. OFFICE OF THE MUNICIPAL MANAGER

#### B1. UNIT MANAGER: PROJECT MANAGEMENT UNIT (REF: OMM-B1)

**Salary: R468 408 – R586 152 p/a (Level 2) plus Transport Allowance**

##### Requirements:

- Applicable B-Degree/ Diploma in Project Management.
- 4 years' experience in Project Management within local government, whereof 2 years in a managerial capacity.
- A Valid Driver's License
- Knowledge & Skills:
- In depth knowledge to integrate, co-ordinate project management, and financially administer capital projects.
- Computer Literacy

##### Duties:

- Main duties will include but are not limited to ensure project compliance with all applicable legislation, policies and conditions applicable to MIG and other grants.
- Project performance and cash flow reviews.
- Liaison with provincial as well as other line function departments through formal regular evaluation/ progress meetings.

### C. DIRECTORATE: TECHNICAL & INFRASTRUCTURE SERVICES

#### C1. DIRECTOR: TECHNICAL & INFRASTRUCTURE SERVICES (REF: TIS-C1)

##### 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

#### C2. FLEET MANAGER (REF: TIS-C2)

**Salary: R397 548 - R464 064 p/a (Level 3) plus Transport Allowance**

##### Requirements:

- National Diploma or B-Tech in Transport or Fleet Management and Logistics
- 3 applicable experience
- Valid Drivers' License.

##### Knowledge & Skills:

- Knowledge of electronic databases of sales; registration, inspections and maintenance of fleet management, all fleet information and user surveys to forecast new requirements.

##### Duties:

- To coordinate and manage the fleet section and to ensure maximization of fleet utilization, budget, customer satisfaction and employee management. Develop and implement the sectional operational plans to ensure improved service delivery and alignment with the unit plans. Monitor the methods, processes and systems used in the section are conducive to efficient service delivery.

#### C3. ELECTRICIAN (REF: TIS-C3)

**Salary: R219 312 – R254 436 p/a (Level 9) plus a scarce skills allowance of R2120.30 /m.**

##### Requirements:

- N3 Engineering
- Trade Certificate
- Valid Code EC Drivers License with PDP.
- HT Switching and regulations qualification and experience will be advantageous.

##### Knowledge & Skills:

- 3 years applicable experience, of which at least 2 years in a local government environment.
- Must be physically fit, not be colour and have a fear heights

##### Duties:

- Execution of consumer complaints.
- HT repairs and switching duties.
- To maintain and repair the electrical distribution network to ensure sustained and reliable distribution network to ensure sustained and reliable power supply to all consumers.
- Installation of new electrical connections to connect new consumers to the electricity supply network. Installation of switchgear in substations.
- Jointing of LV and HV cables.
- Reticulation of newly developed areas.

#### C4. STREET LIGHT ATTENDANT (REF: TIS-C4)

**Salary: R160 752 – R209 100 (Level 10-11)**

##### Requirements:

- Grade 12
- 2 years applicable experience
- Valid EC Driver's license with valid PDP.

##### Knowledge & Skills:

- Basic electricity background
- Ability to read and write
- Not afraid of heights
- Be able to operate a cherry picker
- Not colour blind
- Must be physically fit

##### Duties:

- Maintenance of street lights and high mast lights
- Erection of advertising banners
- Overtime and or disperse working hours may apply

### D. DIRECTORATE: BUDGET & TREASURY OFFICE

#### D1. UNIT MANAGER: FINANCIAL MANAGEMENT (REF: BTO-D1)

**Salary: R468 408 – R586 152 p/a (Level 2) plus Transport Allowance**

##### Requirements:

- B.Comm. (Accounting) or equivalent plus 4 years' experience at senior management level, whereof 3 years must be supervisory/ management experience, plus valid driver's license.

##### Knowledge & Skills:

- Computer literacy, a clear understanding of procurement and legislative requirement in Local Government, in-depth knowledge of all other financial regulations and budget related legislation having project management, skills. Interpersonal and communication skills and ability to promote teamwork.

##### Duties:

- Main duties will include, but are not limited to manage and direct the Financial Management Services Unit to meet the objectives of the Directorate & Council.
- Monitor and manage the development and maintenance of the financial system provide up to date management information for Council.
- Compile and monitor annual operating budget of the municipality to ensure that expenditure are within limits of the approved

budget, compile monthly financial results and annual financial statements and report to Council.

- Municipal Manager and Executive Mayor as prescribed in legislation, advise Council on Financial Management issues and General Financial Management Administration.

#### D2. CONTRACT MANAGER: SUPPLY CHAIN MANAGEMENT (REF: BTO-D2)

**Salary: R464 064 p/a (Level 3)**

##### Requirements:

- B-Degree in Accounting / Economics with minimum experience of 3 years in supply chain management, plus the required minimum competency requirements on Unit Standard prescribed in accordance with Government Gazette No. 29658 dated 23 February 2007.
- SAICA accredited Articles will serve as an added advantage.

##### Knowledge & Skills:

- Understanding the supply chain management regulations together with the MFMA requirements for this position.
- Communication skills as the incumbent will be required to interact with the sponsors overtime when required, ability to work without supervision; self starter.
- Computer literacy on all MS Office packages, advanced excel will be an added advantage.

##### Duties:

- Monthly reporting to council on all contracts of the municipality, monthly update of the capital commitments, irregular expenditure register and contract register, maintaining adequate records (paper and electronic) in sufficient detail on an appropriate contract file to provide an audit trail, facilitate the amendments of contracts where the expansion or variation is more than the threshold prescribed by National Treasury (MFMA Circular 62).

#### D3. CHIEF PROCUREMENT OFFICER (REF: BTO-D3)

**Salary: R407 532 – R438 912 p/a (Level 4)**

##### Requirements:

- National Diploma: Public Finance Management and Administration (SAQA Qualification ID No. 49554) with minimum experience of 3 years in supply chain management, plus the required minimum competency requirements on Unit Standard prescribed in accordance with Government Gazette No. 29658 dated 23 February 2007.

##### Knowledge & Skills:

- Extensive knowledge of all relevant legislation regarding Municipal Supply Chain Management
- Computer literacy (Microsoft Office)

##### Duties:

- Release orders on functional system, supervision of subordinates
- Preparation of weekly/ monthly reports

#### D4. COMPLIANCE OFFICER: SUPPLY CHAIN MANAGEMENT (REF: BTO-D4)

**Salary: R260 880 – R288 000 p/a (Level 8)**

##### Requirements:

- Grade 12
- National Diploma in Financial Management, Supply Chain modules including regulations
- 2 years experience in Supply Chain Environment.

##### Knowledge & Skills:

- Organizing, planning
- Computer Literacy and time management.
- Knowledge of Supply Chain Management legislations and procedures

##### Duties:

- Assist in compilation of bid documents, bidding process and ensure compliance with supply chain management policies and procedures.

#### D5. ACCOUNTANT: CREDIT CONTROL (REF: BTO-D5)

**Salary: R326 076 – R360 072 p/a (Level 6) plus a scarce skills allowance of R1500.30/m for applicants with required qualifications plus 4 years experience as an Accountant in Local Government.**

##### Requirements:

- B-Com Accounting
- 4 years Municipal experience, whereof 2 years in a supervisory capacity.

##### Knowledge & Skills:

- Knowledge of Municipal Accounting
- Knowledge of relevant by-laws, policies and legislation
- General Recognizable Accounting Practice as used in SA Local Governments
- Must be able to deal with extreme pressure and stressful situations
- Must be able to manage crisis situations successfully

##### Duties:

- Supervision on all credit control activities, approval of arrangements.
- Assisting clients with all arrangements and accounts queries.
- Approval of interest write back applications.
- Implementation of Council resolutions
- Writing reports on credit control related matters.
- Receipt and reconcile income transactional data
- Attend to the printing and posting of duplicate bills to customers