

# METSIMAHOLO

## Local Municipality/Plaaslike Munisipaliteit

Metsimaholo Local Municipality is an employment equity employer, looking for suitably qualified persons to fill the under-mentioned posts:

### Manager in the office of Municipal Manager (Attached to the term of the Municipal Manager)

**Salary: R370 628.23 per annum (Post level 01, fixed - subject to job evaluation) plus transport allowance based on 850km p/m**

**Requirements:** • An appropriate postgraduate degree, eg Public Finance Management, Finance/Local Government Environment • 6 years' municipal experience of which 2 years must have been at Senior Management level • Experience in people and diversity management and business management skills • In-depth knowledge of MFMA, MSA, Treasury Regulations and other Local Government laws and regulations • Knowledge management, service delivery innovation, problem-solving and analytical skills • Excellent verbal and written communication skills.

**Key responsibilities:** • Ensure that the Municipality complies with all applicable legal and regulatory requirements and report to Senior Management and Council on a monthly basis • Coordinate the functions of the ICT, Communications, IDP, PMS and Security Management units and develop and manage budgets of the above units • Ensure finalisation and submission of the annual report, oversight committee report and IDP to the relevant stakeholders • Prepare and submit the mid-year performance report as required by section 72 of the MFMA and prepare the performance review of the Municipality's service providers/contractors and report to the Municipal Manager and to the Council • Coordinate the MPAC/Oversight Committee meeting and provide strategic support and advice to the committee and the Municipal Manager • Manage and coordinate the day-to-day operations and activities of the Municipality • Manage the development and implementation of the institutional Performance Management System • Manage the development and implementation of institutional and directorate operational plans (service delivery and budget implementation plans) • Manage the development, implementation and review of policies • Manage the development, implementation and review of the Municipality's Integrated Development Plan (IDP) • Report to the Municipal Manager and to the legislature on matters relating to Propac resolutions and also ensure that the Municipality implements Propac resolutions • Manage and be responsible for communication with provincial and national departments on any matter that needs the Municipal Manager's attention • Prepare PMS report for the Municipal Manager's office and report quarterly to the Municipal Manager • Carry out any other duty assigned by the Municipal Manager.

**Enquiries:** The Office of the Municipal Manager, tel. (016) 973-8313

### Chief Financial Officer

**(Five-year fixed-term performance-based contract appointment)**

**Salary package: Negotiable**

Metsimaholo Local Municipality invites dynamic transformational leaders with a passion for service delivery at Local Government level to apply for this challenging Senior Management position.

**Requirements:** • An appropriate Bachelor's degree in Finance or equivalent qualification • Experience in a Financial Management position will be an added advantage • Experience and qualifications must be registered with the Institute of Municipal Finance Officers (IMFO) • A driver's licence is essential.

**Key responsibilities:** • Lead and manage staff within the Department • Render support and consultation of services to administrative management and the political structure • Financial planning in terms of providing a framework for financial accountability • Develop and implement the budgeting process and manage budgeting planning • Ensure that income and expenditure's internal control management system prevents fraud and allows for accurate reporting • Engage in assets and insurance management to ensure that all assets are accounted for and that adequate cover is available.

**Enquiries:** The Office of the Municipal Manager, tel. (016) 973-8319

**Directorate: Organisational Development and Corporate Services**

**Division: Human Resources**

### Manager: Human Resources

**Salary: R330 360.16 per annum (Post level 02, fixed - subject to job evaluation) plus transport allowance based on 750km p/m**

**Requirements:** • B degree in HR Management or equivalent qualification • HR functional expertise and knowledge • 2 years' generalist experience and 3 years' HR Management experience • Experience in Local Government is recommended • A valid driver's licence.

**Key responsibilities:** • Manage and lead the HR function • Provide HR support and advice to departments • Oversee implementation of skills development plan and employment equity plan • Enhance organisational performance and development through leadership development • Remuneration and benefits management • Employee wellness • Recruitment • Succession management • Ensure the implementation of retention strategy • Performance management • Address learning and development needs • Ensure alignment of HR strategies and policies within the context of overall municipal strategic objectives and managing labour relations.

**Enquiries:** Director: Corporate Services, tel. (016) 973-8330

**Division: Local Economic Development**

### Assistant Manager: Resorts and Day Visits

**Salary: R299 220.29 per annum (Post level 03, fixed - subject to job evaluation) plus transport allowance based on 650km p/m**

**Requirements:** • A National Diploma in Business Management/Marketing/Tourism or relevant tertiary qualification • 3 years' experience • A valid driver's licence.

**Key responsibilities:** • Develop plans and programmes to ensure optimal functioning of Resorts and Day Visits • Develop strategies to improve cash management of the Resorts and Day Visits • Introduce systems to ensure Resorts and Day Visits are profitable to the Municipality • Develop systems to manage events and bookings at Resorts and Day Visits • Ensure guest and visitor satisfaction and customer care (complaints and enquiries) • Implement marketing plans and profiling of the Resorts and Day Visits • Make recommendations to Council regarding events and activities to be hosted by Resorts and Day Visits • Manage, train and motivate Resort management team and staff • Ensure excellent communication between Resort management team and Resort staff • Ensure that the Resort stays within budget • Carry out disciplinary procedures when necessary.

**Division: Administration**

### Language Practitioner (Afrikaans/English)

**Salary: R182 224.92 – R222 247.65 per annum**

**(Post level 7/6 subject to job evaluation)**

**Requirements:** • An applicable degree preferably with Afrikaans as a major • A postgraduate diploma in Translation and Interpreting • 3 years' experience in translating and interpreting • Excellent command of Afrikaans and English • Computer literacy • SATI accreditation will be a recommendation • Good hearing skills • Good concentration capabilities due to the demand on the attention span of the interpreter • The ability to rely on own judgement and make quick decisions during interpreting sessions.

**Key responsibilities:** • Render language services to the Municipality and the community in the languages of the region • Render committee services to the Municipality • Provide translation of documents on request from English to Afrikaans and vice versa • Provide simultaneous interpreting at Council meetings • Provide consecutive interpreting at disciplinary hearings • Proofread/edit document for officials and Councillors • Perform Committee work for Portfolio meetings such as compiling and sending out agendas, writing minutes of meetings, arranging venues for meetings, typing verbatim reports, etc • Give guidance regarding language matters to colleagues.

### Senior Labour Relations Officer

**Salary: R264 345.90 – R277 796.51 per annum**

**(Post level 04 - subject to job evaluation)**

**Requirements:** • A B degree or equivalent qualification in Labour Relations • Extensive experience in Labour Relations matters • Knowledge of Labour Relations legislation, the OHSA and Municipal Systems Act • Extensive knowledge of dispute resolutions • A valid driver's licence.

**Key responsibilities:** • Assume responsibility for all Labour Relations matters • Implement disciplinary and grievance procedures • Provide Labour Relations information and advice • Oversee occupational health and safety matters and processes • Coordinate and participate in the Local Bargaining Council • Represent the Municipality in the South African Local Government Bargaining Council/CCMA • Develop and implement policies.

### Labour Relations Officer

**Salary: R227 810.18 – R257 867.22 per annum**

**(Post level 05 subject to job evaluation)**

**Requirements:** • A B degree or equivalent qualification in Labour Relations • 5 years' experience as a Labour Relations practitioner • Good interpretation of SALGBC Collective Agreements • Meticulous • Reliable • Strong administrative skills • A high level of confidentiality • The ability to work under pressure.

**Key responsibilities:** • Interpret the nature of the case through studying literature/transcripts • Prepare and submit 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 • Engage the services of Legal Practitioners and provide a briefing/outline of investigative findings, procedural and substantive issues and mitigating factors to support a favourable outcome • Analyse evidence and interpret the applicable legislation and case law with respect to issues and arguments relevant to the matter contested • Explain procedures and applications associated with enquiries and hearings to line management • Participate in the Local Labour Forum and provide advice/guidance on the interpretation of policies and procedures impacting/influencing conditions of employment and collective agreements • Compile and present reports referring to conditions to describe the industrial relations climate in the Municipality.

### Legal Advisors (2 Posts)

**Salary: R264 345.90 – R277 796.51 per annum**

**(Post level 04 - subject to job evaluation)**

**Requirements:** • An appropriate, relevant Law degree or equivalent qualification • Computer literacy • Excellent communication skills (both written and verbal) (fully fluent in English) • 3 years' relevant experience • A valid driver's licence.

**Key responsibilities:** • Handle all written concerns/enquiries by members of the public or legally-related issues (reading, writing, drafting and checking) • Provide legal support for the establishment and development of the Municipality • Correspond with other departments and the public • Compile property update reports • Offer advice on relations by implementing the policies of the Municipality and assist with development of employees' relations policies • Deal with queries regarding legal matters and submit them to the manager for follow up • Peruse legal documents such as draft bills and the Government Gazette, and provide comments and inform Council on the legislative amendments made • Ensure legal compliance by Council • Draft, review and edit contracts, legal instructions and municipal by-laws • Provide legal service to the Council by ensuring that draft policies are approved by Council.

**Enquiries:** Mr Ephraim Sediane, tel. (016) 973-8857/8392

(unless otherwise stated)

**Detailed CVs, with certified copies of qualifications and ID, should be forwarded to Mr SM Molala, Municipal Manager, Metsimaholo Local Municipality, PO Box 60, Sasolburg 1947. Faxed or e-mailed applications will not be considered.**

**Closing date:** 1 March 2013

**NB:** If you have not been contacted within 60 days of the closing date, accept that your application was unsuccessful. Metsimaholo Local Municipality reserves the right not to make an appointment.

**Notice Number:** 4/2013

