



# Thembisile Hani Local Municipality

## SOCIAL DEVELOPMENT SERVICES DEPARTMENT

### MANAGER SOCIAL DEVELOPMENT SERVICES

**Salary:** All inclusive package from R 726,954, R 816,803 , R 906,651, per annum as per Government Gazette Volume 613 No: 40118 of 04 July 2016 ( Total remuneration packages to municipal managers and managers directly accountable to municipal managers).

**Five-year fixed term performance based contract. The incumbent must sign an employment contract, a performance agreement and disclosure of financial interest. Will be subject to Security Vetting.**

**Minimum skills requirements:** B. Degree in Social Sciences, Public Administration, Law or equivalent. Minimum of 5 years' experience at middle management. Have proven successful institutional transformation within public or private sector, Extensive experience in local government. Certificate in MFMP or CPMD in line with minimum regulation on competency Level (or commit to attain such within a period of 18 months of appointment as per Government Notice No.91 dated 03 February 2017). Excellent communication and negotiating skills at levels of government. Good skills in conflict resolution, problem solving and ability to be decisive. Knowledge and understanding of institutional governance system and performance management. Ability to provide strategic and innovative leadership. Ability to promote strategic planning; Computer literacy. Registration with recognised professional body will be an added advantage. Understanding of council operation and delegation of powers, as well as Health services management, Cemetery management, public safety; and parks recreation management; a valid driver's licence and must have a motor vehicle. Meet competencies in terms of the Municipal Systems Act.

**Key performance areas:** Advise the Municipal Manager on the overall governance of the Municipality. Knowledge and understanding of policy and legislation. Good knowledge and understanding of institutional governance systems and performance management systems. Public safety, parks and recreation management, disaster management, waste and facility management. Develop and manage the directorate's budget such that expenditure is in line with Council, MFMA and supply chain requirements. Provide Strategic leadership in relation to the department, implementation, monitoring and reporting on service delivery and budget Implementation plan of the directorate. Prepare and submit reports to the Municipal Manager and relevant political structure. Ensure sound labour relations within the department.

**Applicants must use annexure C (Application Form) of the Local Government: Regulations on appointment and conditions of employment of senior managers obtained from our website: [www.thembisilehanim.gov.za/](http://www.thembisilehanim.gov.za/)**

**For more information:** Ms SA Nxumalo (Manager: Corporate Services) (013) 986 9100

### TRAFFIC OFFICER

**Salary:** R173133-174864-176076pa (Excluding Benefits) (Post Level 10)

**Requirements:** Grade 12 plus appropriate Traffic Di- ploma and 2 years' relevant experience as a Traffic Of- ficer. A valid Code B driver's licence (minimum).

**Note:** Applicant will be subjected to driving skill assessment during selection process, as well as Screening and/or a Security Clearance process.

**Key Responsibilities:** Perform activities/tasks associ- ated with traffic and community policing. Monitor and manage to minimize traffic congestion and offences. Law enforcement and support emergency/ rescue per- sonnel during major disaster to ensure public safety. Enforce traffic regulations, by-laws and corrective/compliance measures on offenders.

## CORPORATE SERVICES DEPARTMENT

### ASSISTANT MANAGER: HUMAN RESOURCES MANAGEMENT

**Salary:** R 623 279 pa (all inclusive package) (Post Level 03)

**Requirements:** B. Degree/ three year National Diploma in Human Resource Management or Public Management. 3 years' experience in Human Resource Management, local government experience will be an added advantage. Knowledgeable of HR management, Employment Equity, training and devel- opment, personnel administration, labour relations, policy development, work study and procedures and legislative frameworks related to local government

and human resource management. Computer literacy and good interpersonal skills. Valid driver's License.

**Key Responsibilities:** Develop and review HR policies and strategy. Develop and review Employment Eq- uity Plan. Ensure compliance with Employment Equity Act, Skills Development Act, Labour Relations Act and related legislation. Develop and implement Workplace Skills Plan. Con- duct organisation work study and review organogram. Develop induction manual and workshops for employees. Analysis and management information/reporting in terms of employment practices, operational planning and work organisation, manage staff/resources recruitment and selection processes.

## TECHNICAL SERVICES DEPARTMENT

### SUPERVISOR BUS AND ACCESS ROADS MAINTENANCE

**Salary:** R173133-174864-176076pa (Excluding Benefits) (Post Level 10)

**Requirements:** Grade 12, N6 certificate in built environment will be an added advantage. One – two years' experience in roads construction/ Maintenance projects. A valid Code C1 driver's licence (minimum), and willing to work in all weather conditions and outside of normal working hours, during emergencies and planned overtime.

**Key Responsibilities:** Guiding personnel with general labouring tasks through demonstrations and explanations on specific sequences. Recording specific information on work orders (start/finish times, materials) and completing equipment safety checklists, marking appropriate description stating the condition of the parts and attachments. Guidance to team in the work-site. Completing work order schedules from the work-site. Planning, organizing, directing and controlling the activities of General Workers, addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. Completing investigative reports, recording details of findings from inspections/ observations and forwards to management for perusal and guidance on unresolved/pending outcomes.

## BUDGET AND TREASURY DEPARTMENT

### MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME: MFMI (X2)

**Remuneration:** All inclusive remuneration package of R120 000 per annum (No benefits or allowances will be payable) the position is three year fixed term contract.

**Requirements:** Grade 12, Bachelor degree or National Diploma with Accounting, Economics, Finance, Risk Management and /or Auditing or equivalent qualification. Candidates who previously participated in a similar programme will not be considered.

**Key Responsibilities:** Analyse expenditure reports and manage budget and general administration. Monitor budget and compare them with actual cost and revenue. Ensure development and maintenance of budgeting system. Assist with annual budget preparation by providing input on income. Control and manage Municipal Bank accounts and investment. Manage payments to creditors. Manage Assets and liabilities. Assist in preparation of annual Financial Statements and perform other duties as assigned.

**Application letters, indicating the position you are applying for, in a sealed envelope, must include a comprehensive CV with at least three contactable references and email addresses of the referees, certified copies of qualifications & ID document can be submitted to:** The Municipal Manager, Thembisile Hani Local Municipality, Private Bag x 4041, Empumalanga, 0458 or can be handed in at: The Human Resource Office in 24 Kwaggafontein C, by no later than 30 March 2017 at 15h30.

**For more information:** Ms NP TJA, at tel: (013) 986 9100.

**No faxed or e-mailed applications will be accepted.**

**Canvassing in respect of this positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful. The municipality reserves the right not to make an appointment and no correspondence will be entered into. Successful candidates may be subjected to a screening and/or security clearance process. Thembisile Hani Municipality is an equal opportunity Employer and all appointment made will be in accordance with the Employment Equity Act.**

**People living with disability and Indians, Coloureds and Whites are encouraged to apply.**