



# THEMBISILE HANI LOCAL MUNICIPALITY

## SOCIAL DEVELOPMENT SERVICES DEPARTMENT

### MANAGER SOCIAL DEVELOPMENT SERVICES (RE-ADVERTISEMENT)

**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. Candidates will be subjected to security vetting.

**Minimum skills requirements:** A recognized Degree in Social Sciences, Public Administration, Law or equivalent. Minimum of 5 years' experience at senior and 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 18 months of appointment as per government Notice No.91 dated 03 February 2017) • Excellent communication and negotiating skills at levels of government • Knowledge and understanding of policy and legislation • 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 the South African Council for Social Services Professionals (SACSSP), or a similar recognized relevant 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; parks recreation management and valid driver's licence and must have own transport.

**Minimum required leading competencies:** Strategic direction and leadership; People management, Programme and Project management, financial management, Change management and Governance leadership, ethics and values in financial management.

**Minimum required core competencies:** Moral competence; planning and organising, analysis and innovation, knowledge and information management, communication, results and quality focus

**Key performance areas:** Advise the Municipal Manager on the overall governance of the Municipality • Good Public safety, parks and recreation management, disaster management, air quality management including atmospheric emission legislation and regulations and enforcement of such legislation, waste and facility management • Develop and manage the directorate's budget such that expenditure is in line with Council, MFMA and supply chain requirements • Prepare and submit reports to the Municipal Manager and relevant 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).

## MUNICIPAL MANAGER'S OFFICE

### AUDIT COMMITTEE MEMBERS (Three minimum to a maximum of five members)

Suitable candidates are hereby invited to serve in the Audit Committee of Thembisile Hani Local Municipality in terms of the provisions of the Local Government Municipal Finance Management Act No.56, Section 166 of 2003.

**Requirements:** A relevant Degree in Financial Management, Accounting, Auditing, law, Performance Management, Risk Management • A CA /CIA qualification will serve as an advantage • Must possess strong and dynamic leadership skills • Must have sound knowledge of legislation applicable to local government • Analytical reasoning ability • Good inter-personal and communication skills • Candidates will be subjected to security vetting.

**Key Responsibilities:** As an advisory committee to the Municipal Council, the Political Office Bearers, the Accounting Officer and Management Staff of the Municipality on matters related to: Internal Audit, Risk Management, Performance Management, Internal Financial Controls, Accounting Policies, Adequacy, Reliability and Accuracy of Financial Reporting and Information, Effective Governance, Review of the AFS and other related work in accordance to applicable legislation. Compliance with the Local Government Municipal Finance Management Act, Division of Revenue Act and any other applicable legislation.

**REMUNERATION OR INCENTIVES TO MEMBERS OF THE AUDIT COMMITTEE:** Any remuneration or fees that is due to members shall be in accordance with the standards set by the National Treasury.

**Terms of Office:** Three-year period renewable at the discretion of the council. The appointed Committee member will have a dual role as Performance Audit committee member.

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

### ASSISTANT MANAGER SPORT, RECREATION, ARTS, CULTURE AND FACILITIES MANAGEMENT

**Salary:** R669 152 pa. (All inclusive package)

**Post Level:** 03

**Requirements:** A relevant Diploma/Degree in Social Science or equivalent qualification, Plus three years relevant experience or equivalent • Computer literacy in MS Office - Word and Excel • Ability to work under pressure, meet deadlines and accept responsibility • Good verbal, written, communication and report writing skills • Valid code EB Driver's license.

**Key Performance Areas:** Co-ordinate delivery of sports, recreation, arts and culture plans and programmes. Identify needs and opportunities to promote awareness and encourage participation on sports and recreation development • Engage in upliftment of sports, arts, recreation and culture development objectives • Provide administrative support at meetings of sports and recreation forums and council programmes • Support sports, arts, culture and recreation structure meetings and programmes • Compile reports and programmes of action Co-ordinate operations of library services, parks and recreational facilities • Ensure efficient utilisation of all municipal properties • Facilitate, oversee the maintenance and management on all facilities of the municipality.

**Application letters, indicating the position you are applying for 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 Acting Municipal Manager, Thembisile Municipality, Private Bag x 4041, Empumalanga, 0458 or can be handed in at the: Human Resource Office in 24 Kwaggafontein C.

**CLOSING DATE: 20 August 2017 at 15h30.**

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 disabilities are highly encouraged to apply.

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

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