



RE-ADVERTISEMENT

Dr Ruth Segomotsi Mompoti District Municipality situated in **Vryburg, North West Province**, strives to progressively provide quality and sustainable services to all its communities and develop the region optimally. To manage this process, appropriately qualified and experienced persons are invited to apply for the following positions: -

SENIOR MANAGER: CORPORATE SUPPORT SERVICES (PERMANENT)

TO BE STATIONED IN VRYBURG

Total remuneration package will be in terms of Government Gazette No. 48789, dated 14 June 2023 (i.e. Minimum R935 100; Midpoint R1 068 686 and Maximum R1 184 979 per annum) and 4% remote allowance

REQUIREMENTS:

Bachelor's Degree in Public Administration/ Management Sciences/ Law; or equivalent. Five (5) years experience at middle management level. Have proven successful management experience in administration. The need for signing of an employment contract, a performance agreement and disclosure of financial interest. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage or the successful candidate who does not have the CPMD must complete the CPMD within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No. 40593, failing which the appointment is automatically terminated one month after the applicable period. The need to undergo security vetting. The need to undergo competency assessment test. Valid driver's licence and NO criminal record.

KNOWLEDGE

- Good knowledge and understanding of relevant policies and legislations
- Good understanding of institutional governance systems and performance management
- Good knowledge of corporate support services, including:
Human Capital Management; Legal services; Facilities and Records Management; Information Communication Technology and Council support
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Good governance
- Labour Relations Act, and other labour related prescripts
- Legal background and human capital management
- Knowledge of coordination and oversight of all specialised support functions
- Budget and financial management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

KEY PERFORMANCE AREAS

Managing and Controlling various line functions within the Directorate, such as Human Resources, Council Support, Corporate strategy, Information Technology and

Communications, and Security Services; Leading, directing and managing staff within the Department so that they are able to meet their objectives; Staff control and discipline; Rendering Support by advising and overseeing all matters of procedures relating to minutes and resolutions of the council committees; Planning, organising, coordinating and controlling the activities of management and administration section; Providing support to political office-bearers; Managing and controlling the compilation and execution of the departmental capital and operating budget; Executing any function delegated by the Municipal Manager in terms of powers and delegations in the relevant legislation and related to the functions of this post; Administering records/archives registry, skills development, legal matters and employment equity; Overseeing the execution of the IDP Programmes attached to the Department and monitoring individual performance management; Developing, implementing Collective Agreements and managing strategic goals, policies, procedures and plans aligned with strategic goals of the district municipality through cooperation and innovation teamwork; Ensuring proper administration of Council Delegation System; Providing secretarial services to Council and its Committees.

**SENIOR MANAGER: ECONOMIC DEVELOPMENT, TOURISM AND AGRICULTURE
(PERMANENT)
TO BE STATIONED IN VRYBURG**

Total remuneration package will be in terms of Government Gazette No. 48789, dated 14 June 2023 (i.e. Minimum R935 100; Midpoint R1 068 686 and Maximum R1 184 979 per annum) and 4% remote allowance

REQUIREMENTS:

Bachelor's Degree in Economics, Bachelor's Degree in Tourism, Bachelors Degree in Agriculture; or equivalent. Five (5) years' experience at middle management level, Have proven successful institutional transformation with public or private sector. The need for signing of an employment contract, a performance agreement and disclosure of financial interest. Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage or the successful candidate who does not have the CPMD must complete the CPMD within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No. 40593, failing which the appointment is automatically terminated one month after the applicable period. Registration with professional body will be an added advantage. Valid driver's licence and NO criminal record.

The need to undergo security vetting. the need to undergo competency assessment test.

KNOWLEDGE

- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management system
- Good governance
- Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Budget and financial management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

KEY PERFORMANCE AREAS

As a Senior Manager: EDTA, reporting directly to the Municipal Manager and working closely with officials of the municipality, MMC and EDTA Portfolio Committee, Local Economic Development and Agricultural organizations, tourism establishments as well as

communities in the district to implement and manage development oriented, achievement driven community projects in an affordable, sustainable and accountable manner; Manage develop and oversee local economic development of the district municipality; Develop long terms LED strategies; Develop, support and promote the establishment of cooperatives and SMMEs within the jurisdiction of the district municipality; Manage, develop and oversee agriculture and tourism through branding the district municipality; Market the and promote the district as a tourism destination; Creation of an enabling environment through the facilitation of LED initiatives which encourages the creation of jobs, the retention and expansion of enterprises and attraction and promotion of investment opportunities supported by economic research; Promotion and implementation of VTSD; Facilitate agricultural activities to turn the district into an agricultural hub; The incumbent will also be expected to manage departmental personnel; Develop and manage LED, Agricultural and Tourism strategies in line with the National Development Plan; Prepare and submit reports on EDTA departmental Service Delivery and Budget Implementation Plan (SDBIP); Implement adequate community participation strategies, source advisory services from economic advisory bodies and link them with SMMEs and community organisations; Maintain and improve current service delivery mechanism; Source funding for economic development projects through donors and investors; Facilitate partnership between investors, donors and business community in the district; Position the district economic goal for now and beyond.

**CHIEF FINANCIAL OFFICER (PERMANENT)
BUDGET AND TREASURY
TO BE STATIONED IN VRYBURG**

(Employment Terms: to be appointed in terms of Local Government Municipal Systems Act 32 of 2000, as amended)

Total remuneration package will be in terms of Government Gazette No. 48789, dated 14 June 2023 (i.e. Minimum R935 100; Midpoint R1 068 686 and Maximum R1 184 979 per annum) and 4% remote allowance

REQUIREMENTS:

Bachelors Degree in fields of Accounting, Financial Management, Economics or Chartered Accountant (SA) or equivalent. A postgraduate qualification will be an added advantage. Minimum of 5 years' experience at middle management and 2 years at senior management level; A valid Code 08/B driver's license. Knowledge of MFMA, GRAP & GAMAP, treasury regulations, DORA and Supply Chain management is essential. Extensive Knowledge of Local Government legislation, policy, regulation, standards and procedures including provision of the Municipal Finance Management Act. Legibility in terms of the competence framework for senior managers as promulgated by the minister of corporative governance and traditional affairs. Advanced computer skills; Analytical ability: Networking, interpersonal, negotiation, facilitation and conflict resolution management. Good Communication skills. Ability to work under pressure. No criminal record

KNOWLEDGE

- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management system
- Good governance
- Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Budget and financial management

- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders The ability to contribute to service delivery systems of a complex nature and to manage the achievement of municipal strategies and goals
- To formulate and influence short, medium and long term service delivery plans to deliver on municipal strategies and goals
- To provide supportive leadership to the accounting officer and senior management team
- To develop and maintain strategic alliance with various stakeholders
- To guide the management of an effective, economic and efficient finance function, supported by effective financial management
- To forecast revenue and expenditure and assess the impact thereof
- To commission and operate financial systems
- To maintain sufficient working capital (cash flows/short term liquidity) to meet the needs of the municipality
- To manage the budget preparation and implementation process and provide technical expertise in this regard
- To support and implement good governance in the area of responsibility
- To implement and manage the financial and performance reporting process of the municipality
- To undertake risk, change and guide the management of such
- To support and contribute to the formulation of policy and By-Laws by the municipality council
- To implement, manage and oversee the implementation of legislation and policy within the area of responsibility
- To manage and oversee a fair, equitable, transparent, competitive and cost effective SCM function
- To support the audit process in order to obtain the optimum level of assurance from Auditor- General

KEY PERFORMANCE AREAS

Reporting directly to the Municipal Manager on key departmental activities. Overall management of the Budget & Treasury Office/Department. Implement the Integrated Development Plan (IDP) as well as strategic goals of the Budget & Treasury Office/Department. Provide support and advice to the Municipal Manager and Council. Implement department Service Delivery Budget Implementation Plan (SDBIP), Develop and implement key strategic /business plans including Supply Chain Management, Revenue Management, Expenditure Management and Budget & Reporting. Prepare and implement municipal budget. Prepare Annual Financial Statements and other mandatory financial management reports. Perform duties and function delegated to the Chief Financial Officer by the Municipal Finance Management Act and as delegated by Council and/or by the Municipal Manager, Manage Department budget, human resource & other resource in accordance with local government legislation; Establish, operate and maintain support structures, processes and systems; Direct and control key deliverables and outcomes for the department; Liaise with internal and external stakeholders; Facilitate stakeholder participation and involvement ; Ensure legislative, regulatory, policy, practices and operating standards compliance ; Management and monitoring of all income, expenditure, assets and Liabilities; Cash-flow management ; Ensure implementation of GAMAP & GRAP Standards; Ensure the development of appropriate Strategies, Policies and plans for all relevant areas in the Department linked to the IDP and that will also have a measurable positive impact on the financial performance ; implement and monitor any mentoring programmes, Develop and implement Supply Chain Management Policy, specific procedures, system and control; Ensure timely preparation of Budget and Financial

Statements; Implement all financial policies and ensure they comply applicable legislation and National Treasury Regulations.

Enquiries can be directed to the Municipal Manager, Mr. IR Jonas at: 053-928 6400/ Mr GSD Moreosele at 073 830 2424 during office hours.

Applications accompanied by a comprehensive CV, A prescribed Application Form for Employment for senior management; certified copies of qualifications and professional registration including a copy of valid driver's license are to be directed to:

The Municipal Manager
Human Resources Office
Dr Ruth S Mompoti District Municipality
P.O. BOX 21
VRYBURG
8600

OR

The Municipal Manager
Human Resources Office
Dr Ruth S Mompoti District Municipality
34 Church Street
VRYBURG
8600

Closing date: 14 March 2024

NB: Applicants are required to complete the prescribed Application Form for Employment obtainable from www.rsmompotidm.gov.za. Dr Ruth S Mompoti District Municipality subscribes to the principles of Employment Equity Act. Please note that facsimiles or e-mails will not be accepted and canvassing, lobbying for positions will automatically disqualify applications. The District Municipality reserves the right NOT to appoint should a need arise. Correspondence will be limited to shortlisted candidates who will be subjected to competency assessment tests; security screening and vetting.

**RE-ADVERTISEMENT
BUDGET AND TREASURY DEPARTMENT
MANAGER EXPENDITURE
REMUNERATION: R589 431.89 pa (T16.1)**

REQUIREMENTS: Matric and Bachelor of Commerce, with Financial Accounting as a major subject, computer literacy: MS Office, eight (8) years or more relevant experience covering all aspects of the relevant financial process and the management of financial information or having gained the specialist experience in the finance discipline.

KEY PERFORMANCE AREAS: Develop and implement Expenditure Policies and procedures, manage and control the expenditure department including the budget office through, sound and accountable cash flow management, costing services, maintain Grant Register, prepare statistical reports for Management, Provincial and National Treasury, scrutinise and authorise expenditure transactions and salary runs, administer Supply Chain Management Process in line with SCM Policy and regulations, provide and guide on the budget, financial reporting on expenditure processes, manage and control the implementation of budget policies, systems and procedures, financial statement process. Administer budgeting process, planning, compilation and reporting, overall budget control, reconciliation and control accounting procedures, prepare and compile annual financial statement and implement procedures, systems and controls to ensure compliance to all relevant accounting standards. Ensure that the GRAP and National Treasury standards and guidelines be implemented with regard to budget, reporting and virement process. Ensure compliance with the budget and reporting regulations and External Auditors, other local authorities, and consultants. Manage and control the personnel in the Expenditure Department. Report to Chief Financial Officer and Council on the functioning of the section, in relation to legislative compliance and implementation of Council policies and administrative procedures.

Enquiries can be directed to the Manager: Human Resources, Speedo Moreosele at: 053-928 6400/25.

Applications accompanied by a comprehensive CV, Application Form for Employment and certified copies of qualifications are to be directed to:

Municipal Manager
Human Resources Unit
Dr. Ruth S Mompoti District Municipality
P.O. BOX 21
VRYBURG
8600

OR Human Resources Manager
Human Resources Unit
Dr. Ruth S Mompoti District Municipality
34 Church Street
VRYBURG
8600

Closing date: 26 March 2024

NB: Application Forms are obtainable from www.rsmompotidm.gov.za. Dr. Ruth S Mompoti District Municipality subscribes to the principles of Employment Equity Act. Please note that facsimiles or e-mails will not be accepted and canvassing, lobbying for positions will automatically disqualify applications. The District Municipality reserves the right NOT to appoint should a need arise. Correspondence will be limited to shortlisted candidates who will be subjected to security screening and vetting.