



GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za

Greater Letaba Municipality invites suitably qualified candidates to apply for the following position:

RE-ADVERTISEMENT

MUNICIPAL MANAGER

(5 years fixed-term performance based contract)

REMUNERATION PACKAGE: R930, 409. 00 - R1 069, 436. 00 - R1 208, 463. 00 p.a.

(Total remuneration package will be paid as per the applicable Determinations on Upper Limits)

REQUIREMENTS:

A Bachelor's Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent. Five (5) years relevant experience at senior management level and have proven successful institutional transformation within public or private sector. A certificate as prescribed by National Treasury, Government Gazette No. 29967 dated 15 June 2007 for Senior Officials i.e. CPMD/MFMP/ELMDP. Demonstrate knowledge of Local Government and related legislations. A valid driver's license. Computer literacy.

KNOWLEDGE AND COMPETENCIES:

Advanced knowledge and understanding of relevant policy and legislation. Advance understanding of institutional governance systems and performance management. Advanced understanding of Council operations and delegation of powers. Good governance. Audit and Risk management establishment and functionality. Budget and finance management. Must possess proven skills in respect of planning and organizing, problem solving, presentation, conflict resolution, communication, strategic leadership, financial management, governance, risk and change management, program and project management, and people management.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible and accountable for the following: An economical; effective; efficient and accountable administration. Managing the municipality's administration in accordance with the Municipal Systems Act and other legislations applicable to local government. Implementing the municipality's Integrated Development Plan (IDP), and monitoring progress with the implementation of the plan. Managing the provision of services to the local community in a sustainable and equitable manner. Appoint staff other than those referred in section 56 of the Municipal Systems Act. Maintaining discipline of staff, promoting sound labour relations and compliance by the Municipality with applicable labour legislation. Advising the political office bearers. Developing and maintaining a system whereby community satisfaction with Municipal services is assessed. Implementing National and Provincial legislation applicable to the Municipality, and performing other function that may be assigned by the Municipal Council. Administering and implementing the Municipality's By-laws and other legislations. Being responsible for all income and expenditure of the Municipality, all assets, the discharge of liabilities and proper diligent compliance with applicable Municipal Finance Management Act. Implementing strategic goals of the municipality through cooperation and innovative team work.

NB: Candidates who applied for this post before should not re-apply as their applications will still be considered.

"To be an outstanding agro processing and eco-cultural tourism hub"

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FINANCE DIRECTORATE

CHIEF FINANCIAL OFFICER

(5 years fixed-term performance based contract)

REMUNERATION PACKAGE: R768, 305. 00 - R878, 063 - R987, 820. 00 p.a.

(Total remuneration package will be paid as per the applicable Determinations on Upper Limits).

REQUIREMENTS:

A Bachelor's Degree or equivalent tertiary qualification in Accounting, Finance, Commerce or Economics. A postgraduate degree in the relevant field will be an added advantage. A certificate as prescribed by National Treasury, Government Gazette No. 29967 dated 15 June 2007 for Senior Officials i.e. CPMD/MFMP/ELMDP. A minimum of 5 years' experience gained in the middle management position in a local government or similar environment. A valid driver's license.

COMPETENCIES:

- Managerial competencies as prescribed in the Performance Regulations are essential, namely:
 - Comprehensive knowledge of MFMA, Treasury regulations and Local government regulations.
 - Sound knowledge of Auditing principles and GRAP.
 - The ability to compile the Municipal budget and Annual Financial Statement.
 - Knowledge of local government environment, especially legislation, policies, regulations, standards and procedures.
 - Sound understanding of computer packages (MS word, Excel, Power point).
 - Verbal and written communication skills with the ability to communicate with a broad spectrum of stake holders.
 - Leadership, team building, negotiation, conflict management, good interpersonal relations skills and ability to mentor employees.

KEY PERFORMANCE AREAS

The incumbent will be accountable to the Municipal Manager who is the Accounting Officer and will be responsible for, amongst others, the following:

- Manage the overall Budget and Treasury Directorate of the Municipality.
- Advise the Municipal Manager and Directors in terms of the MFMA.
- Ensure full compliance with applicable legislations, internal policies and procedures by all structures within the municipality.
- Formulate and review the internal financial policies and ensure implementation and adherence.
- Develop and coordinate the financial plan in terms of the IDP and SDBIP.
- Develop and maintain effective and efficient systems of financial and risk management and control.
- Develop and ensure the successful implementation of debt collection, credit control and revenue enhancement strategies.
- Compile financial reports and statements for submission to the Municipal Manager and other relevant stakeholders.
- Compile the Municipal budget as per Treasury requirement.
- Prepare Annual Financial Statements.
- Liaise with provincial and national government institutions on financial matters.
- Ensure implementation of GRAP standards.
- Management of staff in the Budget and Treasury Directorate.

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Greater Letaba Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions. Candidates whose appointments promote representation will receive preference. The municipality reserves the right not to fill any of the advertised positions. Errors and Omissions excluded.

Applications should be submitted on an official application form obtainable from the municipal website (www.greaterletaba.gov.za) or at Greater Letaba municipality offices and must be accompanied by comprehensive Curriculum Vitae, Certified copies of academic qualifications, Identity Document and driver's license. Short listed candidates will be required to produce original copies of qualifications on or before appointment.

NB: All shortlisted candidates will be subjected to a compulsory security vetting; reference checks contacting current or previous employer; validity of qualifications; verifying whether a candidate has been dismissed previously for misconduct or poor performance and competency assessment.

Correspondences will only be entered into with shortlisted candidates. Applicants will be penalized for canvassing.

Applications for the post of Municipal Manager must be directed to **The Mayor**, while the applications for Chief Financial Officer (CFO) must be directed to **The Acting Municipal Manager at Greater Letaba Municipality, P.O. Box 36, Modjadjiskloof 0835**, or may be hand delivered at the **Municipal Offices, Civic Centre, 44 Botha Street, Modjadjiskloof**. Faxed or e-mailed applications will not be considered.

Enquiries must be directed to Mr. Mapatha S.P. / Ms. Mahlagaume T.M. at 015 309 9246/7/8.

Closing date: 01st September 2017.

Should you not be contacted within 90 days of the closing date, please consider your application unsuccessful.

**Cllr. MATLOU M.P.
HONOURABLE MAYOR**