

External Vacancies

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POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT OF THE LIMPOPO PROVINCE HEREBY INVITES APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE.

DIRECTORATE : EXECUTIVE MAYOR'S OFFICE

POSITION : MUNICIPAL MANAGER
REF NO : EXT/21/22/10
DURATION : FIVE (5) YEAR CONTRACT NOT EXCEEDING ONE YEAR AFTER THE NEW TERM OF COUNCIL (THE SUCCESSFUL CANDIDATE WILL SIGN AN EMPLOYMENT CONTRACT, A PERFORMANCE AGREEMENT AND DISCLOSURE OF FINANCIAL INTEREST)
REMUNERATION : R1, 646, 643 – R1, 995, 931 – R2, 345, 220 (ALL-INCLUSIVE PACKAGE IN LINE WITH UPPER LIMITS AS PER GOVERNMENT GAZETTE NO. 43122)

MINIMUM REQUIREMENTS:

A Bachelor's Degree in Public Administration/Political Science/Social Science/Law or Equivalent, a post-graduate qualification will be an added advantage. Certificate in Municipal Financial Management (SAQA ID:48965) as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage; Candidates without MFMP or CPMD will be given 18 months to complete the competency in line with the regulation on exemption from minimum competency levels. a minimum of 5 years' experience at Senior Management level; and have proven successful institutional transformation within public or private sector; advanced knowledge and understanding of relevant policies and legislation; advanced knowledge and understanding of institutional governance systems and performance management. Advanced knowledge and understanding of Council operations and delegation of powers. Knowledge of Good Governance; knowledge of Audit and Risk Management and knowledge of Budget and Financial Management. Strong leadership and people management skills; proven ability to communicate and negotiate in all levels of Government and a high level of computer literacy for the role. Well-developed interpersonal skills and a high level of professional ethics and integrity. A valid SA motor vehicle driver's license.

KEY PERFORMANCE AREAS:

1. Strategic Leadership and Management:

Provide a direct vision of the institution and deploy on others to deliver on the strategic mandate. Be able to contribute to service delivery systems of a complex nature and manage the achievement of municipal strategies and goals. Be able to formulate and influence short, medium, and long-term service delivery plans to deliver on municipal strategies and goals. Be able to provide strategic leadership to the senior management team. Be able to develop and maintain strategic alliances with various stakeholders.

2. Strategic Financial Management:

Be able to guide management of an effective, economic, and efficient finance function, supported by effective financial management policies and practices. Be able to forecast revenue and expenditure and assess the impact thereof on a municipality's financial position and performance.

3. Operational Financial Management:

Be able to commission and operate financial systems. Maintain sufficient working capital (cash flow/short-term liquidity) to meet the needs of the municipality. Manage the budget preparation and implementation process and provide technical expertise in this regard.

4. Governance, Ethics, and Values in Financial Management:

Support and implement good governance within the area of responsibility.

5. Financial and Performance Reporting:

Implement and manage the financial reporting process of the municipality. Implement and manage the performance reporting process of the municipality.

6. Risk and Change Management:

Be able to understand risk and guide the management of risk for the municipality within the area of responsibility. Guide the management of change for the municipality within the area of responsibility.

7. Project Management:

Be able to provide direction and guide project management within the area of responsibility.

8. Legislation and Policy Implementation:

Support and contribute to the formulation of policies and by-laws by the municipal council. Implement, manage, and oversee the implementation of legislation and policy within the area of responsibility.

9. Stakeholder Relations:

Be able to guide, establish and maintain appropriate stakeholder relations within the area of responsibility.

10. Supply Chain Management:

Manage and oversee a fair, equitable, transparent, competitive, and cost-effective supply chain management function.

11. Audit and Assurance:

Be able to support the audit process, to obtain the optimum level of assurance from the Auditor General.

as at the municipal offices) The form must be accompanied by a detailed CV, originally certified copies of qualifications, ID, any other supporting documents and maybe **EMAILED TO: Recruitment.MM@polokwane.gov.za**

NB: APPLICATIONS NOT MADE ON THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

DIRECTORATE : WATER AND SANITATION

Business Unit : Reticulation, Distribution and Maintenance, water demand and conservation
Position : Manager: Reticulation, Distribution and Maintenance, water demand and conservation (Re-Advertisement)
Salary : R723 181 (basic salary per annum excluding benefits)
Post Level : 01
Reference : EXT/21/22/11

Requirements: B ENG/ BSC ENG/ B TECH in Civil Engineering (Water Engineering) or equivalent qualification. Registration with the engineering council or eligibility to register. 5 years' experience as a Civil Engineering practitioner in the field of water and sanitation of which 3 years should be in a supervisory level. Code B Driver's License.

Duties: Prepare effective operational, refurbishment, major maintenance and capital upgrading budget. Coordinate and oversee planning of capital projects and operation and maintenance activities. Ensure sustainable supply of water to all residents. Prepare, update and ensure proper implementation of by-laws and policies of water services.

Submit to: MRDMWADC@POLOKWANE.GOV.ZA

DIRECTORATE : BUDGET AND TREASURY

Business Unit : Budget and Treasury Office
Position : Deputy CFO (Re-Advertisement)
Salary : R1 300 000 (Total package per annum)
Duration : 5 Year-Fixed Term Contract
Reference : EXT/21/22/12

Requirements: BCom Degree in Accounting/Financial Management or equivalent qualification. CPMD/MFMP and Post graduate qualification (CA) and registration with recognised professional body will be an added advantage. 5 years' experience at Local Government of which 2 years should be at management level. Valid driver's license. Excellent analytical, communication, strategic planning, decision-making and report writing skills. Conditions of employment within Local Government will be applicable.

Duties: Ensure implementation of GRAP standards. Prepare Annual Financial Statements. Be responsible for finance-related projects and programmes management. Ensure full compliance with applicable financial legislation, internal policies and procedures including review of VAT. Formulate and review internal financial policies. Assist the CFO in the management of BTO staff for AFS, audit and other legislative requirement. Assist the CFO in the exercise of his/her duties in terms of section 81 of the MFMA, 56 OF 2003. Assist the CFO in the management of Performance Management, Audit issues and Risk Management. Preparation and alignment of Budget with the IDP. Compilation and preparation of GRAP Compliant AFS. Assist in planning PPP and alternative funding programmes. Co-ordination of operational processes within BTO. Assist in the implementation of internal contracts. Management of finance related projects and programmes.

Submit to: DCFO1@POLOKWANE.GOV.ZA

Polokwane Municipality offers challenging opportunities, competitive packages and fringe benefits (Pension, Medical Aid and Housing Allowance, etc).

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and council's employment equity plan or targets and goals. For this reason, we require that **Race, Gender and Disability status be specified. NOTE: Suitable candidates will be subjected to a Personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification and employment verifications). Where applicable candidates will be subjected to a skills/ knowledge test.**

Closing Date: 21 January 2022

Time: 12h30

Detailed CV's with a signed covering letter quoting the relevant position applied for, certified copy of ID and certified copies of qualifications and academic record should be send to the provided emails.

KINDLY NOTE THE FOLLOWING WHEN SUBMITTING THROUGH EMAIL:

-APPLICATION SIZE: 10 MG OR LESS.

-PDF FORMAT ONLY

NB: STRICTLY EMAIL SUBMISSIONS ONLY!!

If you are applying for more than 1 position, please submit separate applications for each. late applications will not be considered. Should you not hear from us within three months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

ACTING MUNICIPAL MANAGER

Applications for Senior Manager positions must be submitted on the **official application form** as prescribed in terms of **Government Gazette No 37245 - Regulations on Appointment and Conditions of Employment of Senior Managers (obtainable on the municipal website as well**