



THABA CHWEU LOCAL MUNICIPALITY



Thaba Chweu Local Municipality hereby invites applications from committed, self-driven, motivated, service delivery-orientated and high-performance professionals / practitioners who want to build careers in the areas of specialization mentioned herein through rendering high quality services within the Thaba Chweu Municipality.

OFFICE OF THE MUNICIPAL MANAGER

POSITION: MANAGER: PERFORMANCE MANAGEMENT SYSTEM

AREA: LYDENBURG X1

LEVEL: 01

SALARY: R673 025.16

DURATION: PERMANENT

REQUIREMENTS: Grade 12. Degree in Public Management/Administration/ Developmental Studies /Monitoring and Evaluation or any other NQF Level 7 Relevant qualification. A minimum of 8 years' working experience in Local Government Administration and or Performance Management . Valid driver's License. Computer Literacy. Well-developed interpersonal and managerial skills. Ability to communicate to all levels of Stakeholders (Internal and External. Strategic, organizational, creative and innovative thinking skills. Report writing Skills. Statistical analysis.

KEY PERFORMANCE AREAS: Coordinate reviews and implementation of organizational performance management, service delivery, budget and implementation plans, compliance, change management, institutional transformation, and policy development of the Municipality. Preparation of Annual Report and Annual Performance Report. Coordinating Performance Management System, policies and procedures to enable Municipal employees and teams to understand of the goals of the organization and to identify how individual and team outputs contribute to the achievement of the Municipality's business objectives specifically through managing the performance cycle to ensure cascading of business goals and KPA's across the Municipality. Review the performance of the Municipal Manager and Senior Managers as legislated and linked with the institutional performance targets. Prepare and review of the Performance Management Framework. Preparation of service delivery and budget implementation plan as per legislative requirements. Coordinate organization-wide efforts to ensure that performance management and performance improvement programs are developed and managed. Coordinate the administrative and reporting requirements of the functionality as required by legislation. Performance assessments for the Municipal Manager and Senior Managers (Directors). Provide support to the Performance Audit Committee. Advising the immediate supervisor on matters pertaining to PMS. Report to the Manager Performance Management System.

POSITION: INTERNAL AUDITOR

AREA: LYDENBURG X1

LEVEL: 05

SALARY: R420 258.84; R440 929.20;

R440 929.20; R461 904.20

DURATION: PERMANENT

REQUIREMENTS: Grade 12. National Diploma / Degree in Internal Audit / Accounting or relevant equivalent. Computer Literacy: MS Office. Valid Driver's License. Registration with the relevant professional body will serve as an added advantage. Minimum of 2-5 years of relevant experience. Excellent Communication and report-writing Skills. Problem-solving and interpersonal skills. Excellent organizational and administrative skills. Ability to work under pressure. Understanding of the local government environment.

KEY PERFORMANCE AREAS: Coordinate and control processes and procedures associated with the formulation of a risk-based municipal audit plan. Contribute to the formulation and implementation of audit frameworks. Provide support to the audit committee and any other council committee charged with the responsibility to execute oversight functions that require audit processes. Monitor applications, processes, and procedures associated with statutory financial and non-financial responsibilities and functions of the municipality. Assist in conducting audits to establish compliance and improve internal controls. Provide guidance and information about audit processes and functions. Prepare clear and concise draft reports that are in accordance with the approved audit methodology/standards. Ensures that Audit work is in compliance with the norms and standards of internal Auditing and other standards set by IA. Prepares working papers to substantiate the audit work performed on the assigned project.

DEPARTMENT OF CORPORATE SERVICES

POSITION: ASSISTANT HUMAN RESOURCE MANAGER

AREA: LYDENBURG

LEVEL: 02

SALARY: R589 794.60; R592 574.64;

R619 813.56

DURATION: PERMANENT

REQUIREMENTS: Grade 12. Certificate. N6 in Human Resources Management/ National Diploma: Human Resources Management /Postgraduate Diploma in Human Resource Management /Bachelor

of Commerce in Human Resource Management / Equivalent qualification in HR. Computer Literacy: MS Office. A valid driver's license. A minimum of 5-8 years' experience in human resources environment . Good communication skills. Experience in dealing with seniors and sometimes challenging individuals. Have confidence in directing HR and Administration and advising management on all aspects of people management and development. Strong understanding of Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and Collective Agreements. A valid driver's license.

KEY PERFORMANCE AREAS: Administering the human resource personnel to deliver comprehensive HR and Admin services. Measure employee satisfaction and identify areas that require improvement. Performs the full range of Human resources activities within a functional area or more generally within the Human Resources discipline. Supervision and mentor other Human resources professionals. Ensure that all municipal policies and procedures are up to date and in line with current employment legislation. Provide current and prospective employees with information about policies, job descriptions, working conditions. Assist the Human Resource Manager in planning, directing, supervising and coordinating work activities of the subordinate staff at HR and Administration, schedule and assign employees, follow up on work results. Conduct exit interviews to identify employee reasons for terminating service. Study legislation, arbitration decisions and collective agreement contracts to assess the municipal trends. Cooperate with and advice from the Human Resource Manager on issues of HR and Administration.

POSITION: SENIOR LABOUR RELATIONS PRACTITIONER

AREA: LYDENBURG X1

LEVEL: 02

SALARY: R589 794.60; R592 574.64;

R619 813.56

DURATION: PERMANENT

REQUIREMENTS: Grade 12 certificate. N6 in Labour Relations management/ National Diploma Labour Law / Postgraduate Diploma in Labour Relations Management /B Degree in Labour Relations or related equivalent qualification. A valid driver's license. 5-8 years' experience in labour relations environment or human resources of which two at a supervisory level, knowledge and understanding of the labour relations and governance processes, policies and legislation, applications and principles to enable analysis, evaluation and reporting role. Computer literacy and attention to detail, negotiation skills, interpersonal, team- player and communication skills.

KEY PERFORMANCE AREAS: Management of Labour Relations. Including Compliance and adherence to employee relations legislation, processes and prescripts, and coordinating and control of Labour Relations information. Give input in the development of Labour relations policies and procedures. Facilitate dispute and grievance prevention processes. Manage and conduct IR investigations, Manage and represent the municipality in disciplinary hearings. Coordinate the negotiation of strikes and lockout process, sourcing legal information and presenting to the team. Conduct training on Employee Relations processes. Represent the municipality in Conciliations and Arbitration proceedings at the CCMA. Manage the appointments of Legal Representatives for Employee Relations cases. Manage the communication and implementation of resolutions and collective agreements. Manage and facilitate Disciplinary hearings and address complaints, grievances hearings and compile report on such hearings. Review, peruse or comment on the chairperson's ruling or decision and recommend whether to appeal or to send for review. Smooth relations between employer and employees within the Municipality and enhance employee satisfaction for improved productivity. Prepare and represent the Municipality in cases referred for Conciliation/Arbitration, Ensure a balance between employer and employee relations and ensure unbiased processes. Provide practical training and guidance to Management and employees on Industrial Relations processes. Engage Trade Unions from time to time on specific issues or requests and scrutinize responses prior to circulation. Maintain case files containing all documents, correspondence, and outcome/award determination and/or accessing/retrieve information upon request. Develop and strengthen relationships within and outside the Municipality. Develop and manage an annual budget for the division and prepare and submit budget adjustments.

POSITION: COMMITTEE OFFICER

AREA: LYDENBURG X1

LEVEL: 06

SALARY: R371 810.88; R390 709.44;

R410 698.80

DURATION: PERMANENT

REQUIREMENTS: Grade 12 certificate , Relevant post-matric qualification, preferably an Administration certificate or equivalent. A secretarial Diploma will be an added advantage. Computer literacy: MS Office. 3-5 years' relevant administrative experience required.

KEY PERFORMANCE AREAS: Perform task associated with coordinating the logistical

requirements for Council and committee meetings. Provides secretarial support through application of laid down meeting procedure, access and make available information relating to meetings, translate documents and perform related administrative sequences

POSITION: IPMS OFFICER

AREA: LYDENBURG X1

LEVEL: 06

SALARY: R371 810.88; R390 709.44;

R410 698.80

DURATION: PERMANENT

REQUIREMENTS: Grade 12 certificate. National Diploma in Human Resource/Public Management or equivalent qualification. A minimum of 3 years' experience in local government. Computer literacy. Valid driver's license. Comprehensive knowledge of local government legislations. Interpersonal relations and good communication skills

KEY PERFORMANCE AREAS: Assist in cascading performance management to the staff below senior managers. Assist in managing the performance cycle to ensure cascading of municipality's goals and KPAs, ensure targeted communication and capacity building programmes in the performance management process to enable managers to evaluate and measure individual and team performance. Collates effectively and prepares qualitative information for inclusion into specific statutory reports. Attend job evaluation sessions to engage /debate members on the content of municipal job descriptions.

DEPARTMENT OF FINANCE

POSITION: ASSISTANT ACCOUNTANT: REVENUE

AREA: LYDENBURG X1

LEVEL: 06

SALARY: R371 810.88; R390 709.44;

R410 698.80

DURATION: PERMANENT

REQUIREMENTS: Grade 12 certificate. A Relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. Computer Literacy: MS Office. A minimum of 0-2 years' relevant experience. Good Communication and Interpersonal Skills. Basic working Knowledge of Local Government Legislations. Knowledge of customer care services. National Treasury MFMA Municipal Minimum Competency certificate will serve as an added advantage.

KEY PERFORMANCE AREAS: Conducts work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant; Administer income generations. Open and close consumer accounts. Register the accounts in the municipal billing system for correct monthly bills. Capture meter readings on the billing system. Coordinate the correction of addresses with revenue collections. Prepare and Issue monthly billing statements. Monitor consumer bills. Make follow-ups on unpaid accounts and update the supervisor. Monitor unpaid accounts and referred to Debtors Clerk for cut-offs. Make corrections for consumer accounts, debts and credit. Facilitate the printing and posting of consolidated bills to customers. Execute procedures with respect to the receipting and reconciling of services related revenue. Supervise recording and updating of registers. Supervise subordinates on a daily basis.

POSITION: ASSISTANT ACCOUNTANT: CONTRACT MANAGEMENT

AREA: LYDENBURG X1

LEVEL: 06

SALARY: R371 810.88; R390 709.44;

R410 698.80

DURATION: PERMANENT

REQUIREMENTS: Grade 12 Certificate. A Relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. A minimum of 0-2 years relevant experience. Computer Literacy: MS Office, Good Communication and Interpersonal Skills. Basic working Knowledge of Local Government Legislations and be able to execute tasks associated with this post in line with SCM Regulations. National Treasury MFMA Municipal Minimum Competency certificate will serve as an added advantage.

KEY PERFORMANCE AREAS: Conducts work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant; Administering concluded contracts, interacting with departments to establish conformance with specifications, terms, and conditions. Administering contracts effectively in accordance with the Council policies, and procedures and compliant with applicable legislative requirement. Interacting with the Project Managers about the signing of contracts and service level agreements for all contracts entered by the Council. Ensuring that all contracts are accurately recorded on the contract Register and regularly update. Reviewing contracts on the contract register to ensure their validity. Co-

ordinating and control the application of the procedures in respect of the supplier performance monitoring and contract management. Preparing reports on non-performing / poor performing companies and recommends the appropriate actions to be taken to remedy the situation. Supervising activities of the personnel to ensure that work performed meets acceptable standards and is completed within agreed upon timelines. Maintain contract register in a format provided by Provincial Treasury. Liaising and ensuring that sufficient documentation is obtained for all contracts entered into in terms of Section 32 of the SCM Policy.

POSITION: ASSISTANT ACCOUNTANT: ACQUISITION

AREA: LYDENBURG X1

LEVEL: 06

SALARY: R371 810.88; R390 709.44;

R410 698.80

DURATION: PERMANENT

REQUIREMENTS: Grade 12 certificate, National Diploma or B Com Degree in Accounting/ Finance or Economics Knowledge of Generally recognized Accounting Practice (GRAP) and mSCOA regulations. Knowledge of MFMA and other financial regulations and legislations governing the Local Government. Computer literacy (Proficient in Microsoft Office). Excellent communication skills and Good interpersonal relations skills, organizing and coordination skills. A minimum of 0-2 years relevant experience in Supply Chain Management. National Treasury MFMA Municipal Minimum Competency certificate will serve as an added advantage.

KEY PERFORMANCE AREAS: Conducts work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant ;Assist in coordinating the application of procedures in respect of procurement and/or purchasing sequences. Expedite orders and processing of invoices functions. Interact with suppliers/ vendors, evaluate and determines conformity with Councils SCM Policy and guidelines. Perform specific administrative tasks/activities associated with the Demand management within the SCM Unit. Perform tasks/ activities associated with the demand and acquisition of goods and services. Assist in controlling tasks associated with ensuring compliance. Utilization of the database on rotational basis. Report on all purchase orders issued. Assist with all queries relating to Auditor General.

The application should be addressed to:

The Municipal Manager, Mr RS Makwakwa, Thaba Chweu Municipality, P.O Box 61, Lydenburg, 1120 or Hand delivered applications at the Civic Centre, corner of Viljoen and Sentraal Street, Lydenburg, 1120 at Records Division. Faxed or e-mailed applications will not be considered.

Enquiries should be directed to the Human Resource Manager, Mr FP Maisane at (013) 235 7300.

Application forms can be obtained from the following address: Civic Centre, Lydenburg-Corner of Viljoen and Sentraal Street, Mashishing Township-Thusong Centre, Graskop Municipal Offices-Corner Louis Trichard and Main Street, 8th Avenue Street, Sabie Municipal Offices, Northern Areas-Leroro Library and downloadable at www.tclm.gov.za

N.B: Applications without the prescribed TCLM application form will be inevitably disqualified.

Successful applicants will be subjected to:

- Sign an employment contract and, where applicable, a performance agreement.
- Disclosure of benefits and interest; and
- Undergo screening and vetting.

Thaba Chweu Municipality is committed to the achievement and maintenance of diversity and employment equity especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply. Preference will be given to the candidates who have qualifications as required by the position. If you do not hear from us three (3) months after the closing date, kindly accept that your application was unsuccessful.

**CLOSING DATE: Friday, 07th February
2025 @ 12H00.**

**MR. RS MAKWAKWA
MUNICIPAL MANAGER**