



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.

EXTERNAL/INTERNAL VACANCIES

OFFICE OF THE MUNICIPAL MANAGER

DIRECTOR LOCAL ECONOMIC DEVELOPMENT & PLANNING (RE-ADVERT)

This position is based in Lydenburg Head Office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo competency assessment and security vetting.

DURATION: PERMANENT BASIS (in line with the New Municipal Systems Amendment Act 3 of 2022 which came into effect on the 01 November 2022).

TOTAL REMUNERATION PACKAGE: As per Government Gazette No 47538 of 18 November 2022 on the determination of upper limits of total remuneration package payable to municipal managers and managers directly accountable to municipal managers. **R987,238 (minimum); R1,124,899 (midpoint) and R1,276,762 (maximum), plus remote allowance of 4%**

REQUIREMENTS: Bachelor of Science Degree in Building sciences/ Architect/ Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent. A Certificate/ Diploma in Project Management or registration as a Professional Planner in accordance with the Planning Professionals Act, 2002, (Act no. 36 of 2002) will be an added advantage. Computer literacy covering all applications. A valid driver's license. NO criminal record. Minimum of 5 years' relevant experience at middle management level. Have proven successful Professional Developmental/Town and Regional Planning experience within public or private sector.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Good knowledge and understanding of relevant policy and legislation. Good understanding of institutional governance systems and performance management. Good knowledge of supply chain management regulations and the preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000), Knowledge of Geographical Information System and Knowledge of Spatial, Town and Development Planning.

COMPETENCIES REQUIREMENTS: The successful candidate must meet competency levels for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014.

KEY PERFORMANCE AREAS: The successful candidate will be responsible to lead, direct and manage staff within LED & Planning Department to ensure they meet their departmental and Organizational Objectives. The incumbent will be responsible to manage the following division: Strategic Planning & Integrated Development Planning (IDP), Properties, Human Settlement and Facilities Management, LED & Business Licensing, Spatial Planning & Land Use Management. Implement, efficiently manage and control the budget for the Department; Prepares and submit required reports to the Municipal Manager and relevant political structures, Develop and implement the Department's Service Delivery Budget Implementation (SDBIP) perform any other related functions as requested by the Municipal Manager.

DIRECTOR COMMUNITY SERVICES (RE-ADVERT)

This position is based in Lydenburg Head Office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo competency assessment and security vetting.

DURATION: PERMANENT BASIS (in line with the New Municipal Systems Amendment Act 3 of 2022 which came into effect on the 01 November 2022).

TOTAL REMUNERATION PACKAGE: As per Government Gazette No 47538 of 18 November 2022 on the determination of upper limits of total remuneration package payable to municipal managers and managers directly accountable to municipal managers. **R987,238 (minimum); R1,124,899 (midpoint) and R1,276,762 (maximum), plus remote allowance of 4%**

REQUIREMENTS: Bachelor's Degree in social sciences/Public Administration/Law or equivalent. Five (5) years' experience at middle management level and must have proven successful institutional transformation within public or private sector, a post-graduate degree in a related field or registration with the South African Council for Social Services Professions (SACSSP) or similar recognized relevant body will also be an added advantage.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Good knowledge and understanding of relevant policies and legislations; Good understanding of institutional governance systems and Performance Management; Understanding of Council Operations of powers as well as Waste

and Environmental Management / Parks and Recreation / Social Development., Traffic Management Services, Disaster Management Services, Emergency Management Services as well ensuring the integration of Sport Activities in the Municipality. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000).

COMPETENCIES REQUIREMENTS: The successful candidate must meet competency levels for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014.

KEY PERFORMANCE AREAS: The successful candidate will be responsible to lead, direct and manage staff within the Community Services Department so that they are able to meet their Departmental and Organizational Objectives. The incumbent will be responsible for the following: Disaster Management Services, Fire and Rescue Services, Waste and Environmental Management/ Parks and Recreation / Social Development, Traffic Management Services amongst other responsibilities; Efficiently manage and control the budget for the Department; Prepare and submit required reports to the Municipal Manager and relevant political structures; Develop and implement the Department's Service Delivery and Budget Implementation Plan (SDBIP); Perform any other related functions as requested by the Municipal Manager.

ASSISTANT MANAGER INTERNAL AUDIT

**AREA: LYDENBURG X1
LEVEL: 02
SALARY: R535,480.68; R538,004.88;
R562,735.44
DURATION: PERMANENT**

REQUIREMENTS: B.Degree /B.Tech in Auditing or equivalent performance auditing qualification, computer literacy, driver's license. Registration with the Institution of Auditors as a Certified Internal Auditor (CIA). 5-8 years or more experience (which includes 2 years of supervisory exposure) covering all aspects of the audit function (activities as depicted in IIA Standards 1000 and 2000).

KEY PERFORMANCE AREAS: Reviews and approves the draft audit report ensuring clear and concise communication to appropriate parties. Reports on significant findings in respect of risk, control and corporate governance issues and Reviews as to whether the draft audit reports are aligned to the audit methodology/standards before submission to the Manager IA / Senior Audit Manager. Reviews and approves the draft audit report ensuring clear and concise communication to appropriate parties. Reports on significant findings in respect of risk, control and corporate governance issues; and Reviews as to whether the draft audit reports are aligned to the audit methodology/standards before submission to the Manager IA / Senior Audit Manager. Properly resolves ethical, business and issue conflicts. Evaluates relevant facts, issues and risks. Distinguishes among various options. Monitors and takes corrective actions/reports where applicable. Prepares and executes effective strategies to achieve desired objectives considering relative risks and invests in continuous professional development. Contributes to shaping the municipality's sector-specific goals and priorities. Knowledge of the municipality's functional directorates and understandings strategic integration across these; and In-depth knowledge of the municipality's challenges in delivering municipal services.

ASSISTANT MANAGER LEGAL SERVICES

**AREA: LYDENBURG X1
LEVEL: 02
SALARY: R535,480.68; R538,004.88;
R562,735.44
DURATION: PERMANENT**

REQUIREMENTS: LLB, B.A (Law) or B.Com (Law) Degree or an NQF Level 7 equivalent is required with completed article of clerkship; and Computer literacy: MS Office. At least 5 (five) to 8 (eight) years of relevant legal experience (either in private or municipal legal environment). A valid driver's license. Admission as an Attorney/Advocate would be an added advantage.

KEY PERFORMANCE AREAS: Comment on reports and recommendations to Council. Drafting, amendment and/ or repeal of Council By-Laws, drafting, editing and perusing of contracts and other legal documents of Council and ensure compliance with legislation, attend Council and Committee meetings and give legal advice or obtain input on matter for further processing to ensure that Council takes well informed and valid decisions. Consider research and comments on matter with legal impact. Give legal written or verbal advice and support to Council, Speaker, Executive Mayor, Portfolio chairpersons, Council Committees, Municipal Manager and other co-officials on all matters which may have legal implications. Constantly peruse Government and Provincial Gazettes for new or amended legislation and update the legal library. Liaise with public and other officials, attorneys and advocates on various legal issues. Receive and attend to all access to information in terms of PAIA and requests to reasons in terms of PAIA.

DEPARTMENT OF COMMUNITY SERVICES

MANAGER PUBLIC SAFETY & SECURITY MANAGEMENT

**AREA: LYDENBURG X1
LEVEL: 01
SALARY: R611,046.72
DURATION: PERMANENT**

REQUIREMENTS: Grade 12. B.Tech Degree/ Degree in Policing or Security Management as well as Grade A security. PSIRA certificate. Extensive knowledge in security management and security management legislation and policies. Knowledge of Public/municipal administration. Strong organizational, analytical and problem-solving skills. Work independently and strong team leading skills. Understanding of local government environment. Computer literate, security network and cyber security management will be an added advantage. Ability to communicate and negotiate at all levels of government and with all relevant stakeholders. Managerial skills and Leadership qualities. Good thinking and interpersonal skills. Valid driver's license (Code EB). A high level of written and verbal communication. Attention to detail. Ability to work under pressure. Proven ability to provide innovative leadership. 8 years' relevant experience required of which 2 - 3 years' must be supervisory experience.

KEY PERFORMANCE AREAS: Planning and implementing comprehensive security strategies. Develop and implementing security policies, protocols and procedures. Oversee security operations. Oversee asset protection. Write and review security related documents. Oversee the security safety functions for employees and customers. Oversee and evaluating security tools and technologies including security systems. Mitigate security risks and threats within the municipality. Manage and control municipality fleet and ensure compliance requirements and improving efficiency.

DEPARTMENT OF LOCAL ECONOMIC DEVELOPMENT AND PLANNING

MANAGER IDP

**AREA: LYDENBURG X1
LEVEL: 01
SALARY: R611,046.72
DURATION: PERMANENT**

REQUIREMENTS: B.Degree /B.Tech Development Planning/Town and Regional Planning / Performance Management/ Project Management and Computer literacy: MS Office. Valid driver's license, be able to compile annual and quarterly reports. Able to lead compliance monitoring processes and direct the monitoring and reporting of progress. Knowledge of public administration and understanding of local government operations, Knowledge and understanding of Corporate Governance Principles (King III report). Knowledge of Batho Pele Principles. Extensive knowledge of local government-related legislation and policies and integrated planning knowledge; and Solid knowledge of relevant/ applicable legislation, regulations and policies. 8 years' or more relevant experience required. Previous experience in developing business plans within a political environment. In-depth understanding and knowledge of municipal legislation.

KEY PERFORMANCE AREAS: Contributes toward addressing the Municipality's service delivery challenges. Demonstrates an understanding of the municipal and local government processes; and understands and internalizes the municipality's priorities and goals. Establishes what needs to be monitored. Develop monitoring systems that are easy to use and provide data that is relevant and timely. Implements tracking systems, present and reports on information in a manner that is easily understood by the audience using graphic aids and tools that present information succinctly. Contributes to planning by compiling and collating information from research, surveys and studies. Contributes to the development of the municipality's annual work plans. Organises and plans on a quarterly and annual basis. Identifies and acts on opportunities to partner with other departments in the Municipality to achieve desired results. Develops partnership agreements that ensure win-win outcomes for all parties, and projects and forecasts short, medium and long-term needs for the Municipality.

DEPARTMENT OF TECHNICAL SERVICES

ELECTRO-MECHANICAL ENGINEER

**AREA: LYDENBURG X1
LEVEL: 01
SALARY: R611,046.72
DURATION: PERMANENT**

REQUIREMENTS: Grade 12. A relevant BEng or BSc (Eng) engineering degree and eligibility for registration as Pr Eng. Plus, in the case of electrical or mechanical disciplines, depending on the size of installations, a GCC or Pr Cert Eng. Computer literacy: MS Office. 8 years of more relevant experience post registration. A valid driver's license.

KEY PERFORMANCE AREAS: Oversees and evaluates the planning of complex engineering projects. Integrates engineering/infrastructure planning with broader development planning. Interprets IDP and spatial planning initiatives into

specific project requirements. Projects and forecasts short, medium and long-term infrastructure needs for the municipality. Evaluates alternative options. Determines the remaining economical life of systems and infrastructure. Plans modification and renewal of systems and infrastructure. Defines lines of communication, reporting and coordination with local communities and other stakeholders such as DWS, DOT, Eskom, Unions etc. and Communicates with Town Planners, Consulting Engineers and Developers on complex technical matters for proposed development projects. Contributes to shaping the Directorate / Municipality's sector-specific goals and priorities. Contributes to shaping the Directorate / Municipality's policies and procedures. In-depth knowledge of relevant municipal legislation; and in-depth knowledge of the Directorate / Municipality's challenges in delivering municipal services. Monitors projects and programmes. Checks against standards and regulations and signs off on documents. Accurately reviews documents and edits documents created by others.

DEPARTMENT OF CORPORATE SERVICES

SENIOR IPMS PRACTITIONER

**AREA: LYDENBURG X1
LEVEL: 02
SALARY: R535,480.68; R538,004.88;
R562,735.44
DURATION: PERMANENT**

REQUIREMENTS: B.Degree in Human Resources Management/Law /Public Management/ Administration /Monitoring & Evaluation or an NQF level 7 equivalent in Training and Development . At least five (5) - eight (8) years' experience in Public Human Resource dealing with Individual Performance Management System. Computer literacy in Microsoft Software packages. A valid driver's license. Possess excellent communication (verbal and written) and presentation skills. Analytical skills and attention to detail. Display excellent organising skills, time management and be able to multi-task in a fast-paced environment.

KEY PERFORMANCE AREAS: Coordinate and drive Individual Performance Management System (IPMS) of the Municipality Facilitate the cascading of the Individual Performance Management System to all levels in the organization Support the process of concluding the performance agreements, IPMS works plans and personal development plans in Departments in terms of the relevant act, regulations and the approved policy of Council. Coordinate performance reviews and ensure conformity to reporting formats and verify the reliability of reported information. Render municipal wide support on IPMS in all Departments Prepare and present to the Senior Manager: Human Resource forward plans, reports and interventions designed to drive the Job Evaluation process Verify compliance requirements with the T.A.S.K Job Evaluation System guidelines. Analyze and evaluate the adequacy of Job Descriptions in terms of quality, and analyze the organizational structure/organogram and, assess the need for change and alignment to best practices.

The application should be addressed to:

The Acting Municipal Manager, **Mr MP Mankga, 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 **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-Lerero Library and can be downloadable on our website at www.tclm.gov.za

Application form for employment for Senior Managers (**annexure C**) of the Government Gazette No 37245 of 17 January 2014 can be downloaded from our website at www.tclm.gov.za

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

Successful applicants will be required 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: 31st MARCH 2023

**Mr. MP MANKGA
ACTING MUNICIPAL MANAGER**

Notice Number: 33/2022-23