

MUNICIPAL NOTICE: 120 of 2023

Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well-motivated, able to work under pressure and with strict deadlines, assertive and result driven candidate to appoint to the following posts:

HEAD OF DEPARTMENT **Strategic Planning and Governance**

Total Remuneration: R1 070 906 .00 to R1 448 871 .00

Duration of Contract: Permanent

Requirements: A Post Graduate Degree (NQF 8) in Public Administration/Business Management or equivalent) • Minimum of 7 years work related experience at senior and middle management level, of which at least 2 years must be at senior management level • A Certificate Programme in Management Development for Municipal Finance (CPMD) or equivalent or equivalent will be an added advantage • A Valid Code B Driver's License

Competencies: The successful candidate must have the following: -

Good knowledge and interpretation of policy and legislation • Good knowledge of performance management • Good governance • Good Knowledge of service delivery innovations and strategic capabilities • Proven ability to communicate and negotiate at all spheres and levels of governance • A passion for people development and process improvement together with well-developed planning and problem solving abilities • Have proven successful institutional transformation within public or private sector • Good knowledge of government and knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act no.5 of 2000) • Professional registration with a recognized relevant professional body will be an added advantage • Computer Literacy.

Key Performance Areas: Reporting to the Municipal Manager, the successful candidate will manage and co-ordinate the municipality's business planning processes in line with the approved Service Delivery Implementation Plan (SDBIP) • Facilitate the drafting of the Integrated Development Plan (IDP), Budget and Service Delivery Implementation Plan (SDBIP) • Ensure smooth operations of sections under the department: Performance, Monitoring & Evaluation; IDP; Mayoralty and Communications; Youth Development; Office of the Speaker; Special Programmes; Stakeholder Relations and Customer Services; Ethics and Risk Management • Provide an advisory service to the Portfolio Committees and other council committees on issues relevant to the department.

HEAD OF DEPARTMENT **Public Safety**

Total Remuneration: R1 070 906 .00 to R1 448 871 .00

Duration of Contract: Permanent

Requirements: A Post Graduate Degree (NQF 8) in Social Sciences / Public Administration / Law; or equivalent • Minimum of 7 years work related experience at senior and middle management level, of which at least 2 years must be at senior management level • A Certificate Programme in Management Development for Municipal Finance (CPMD) or equivalent will be an added advantage • A Valid Driver's License

Competencies: The successful candidate must have the following: Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional government systems and performance management • Good knowledge of public safety, including Law Enforcement, Motor Licensing Bureau, Fire/Rescue and Disaster Management • Understanding of council operations and delegation of powers • Have proven successful institutional transformation within public or private sector • Professional registration with a recognized relevant professional body will be an added advantage • Computer Literacy.

Key Performance Areas: Reporting to the Municipal Manager, the successful candidate will manage and co-ordinate the municipality's business planning processes in line with the approved Service Delivery and Budget Implementation Plan • Ensure smooth operations of the following sections under the department: Law Enforcement, Motor Licensing Bureau, Fire/Rescue and Disaster Management • Ensure that the implementation of Council's vision for the department is achieved through strategic and operational planning • Provide strong, visionary and decisive leadership to this critical service delivery department of the municipality • Provide an advisory service to the Portfolio Committees and other council committees on issues relevant to the department.

HEAD OF DEPARTMENT **Corporate Services**

Total Remuneration: R1 070 906 .00 to R1 448 871 .00

Duration of Contract: Permanent

Requirements: A Post Graduate Degree (NQF 8) in Public Administration/Management Science/Law; or equivalent • Minimum of 7 years work related experience at senior and middle management level, of which at least 2 years must be at senior management level • A Certificate Programme in Management Development for Municipal Finance (CPMD) or equivalent will be an added advantage • A Valid Code B Driver's License.

Competencies: The successful candidate must have the following: Good knowledge and understanding of relevant policy and legislation • Good Knowledge and understanding of institutional governance systems and performance management • Good Knowledge of corporate support services, including Human Capital Management, Legal Services, Facilities 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) • Knowledge of Good Governance • Knowledge of Labour Relations Act, and other labour-related prescripts • Legal background and human capital management and knowledge of coordination and oversight of all specialized support function • Computer Literacy.

Key Performance Areas: Reporting to Municipal Manager, this successful candidate will manage and co-ordinate the line function management of the following sections: - Administration Services (committee system, registry and information management), Information Technology, Estates Administration, Legal and Compliance, Fleet Management, Human Resource management (HR, Labour Resources, PMS), Skills Development and Employee Wellness • As a Head of Department you will provide leadership and vision to the Department, ensure sound human resource management including performance management and skills development, sound general resource management and excellent financial management • Ensure efficient and effective business processes, and minimisation of risks • Ensure implementation of the Integrated Development Plan and Service Delivery and Budget Implementation in respect of all sections under the Department • Develop strategic and operational plans for the Department

and ensure implementation thereof • Ensure an efficient and effective committee system, auxiliary services and registry/information management.

CHIEF FINANCIAL OFFICER

Total Remuneration: R1 070 906 .00 to R1 448 871 .00

Duration of Contract: Permanent

Requirements: A Post Graduate Degree (NQF 8) in Accounting / Finance / Economics or Chartered Accountant (SA) • A minimum of 7 years' experience at management level, of which at least 2 years must be at senior management level • A completed qualification / Certificate in the Municipal Finance Management Programme • Be registered or eligible for registration to Institute of Municipal Financial Officers • A valid Code B driver's license.

Competencies: The successful candidate must have the following: Excellent knowledge of Accounting Principles and a flair for figures is essential • Must have good knowledge of the MFMA and Supply Chain Management • Extensive managerial experience at a strategic level in the field of finance • Knowledge and a deep understanding of public sector financial management, the local government mandate and local government environment • Excellent communication, interpersonal and leadership skills • Knowledge of change management.

Key Performance Areas: Ensure the development and implementation of strategies that will have a measurable positive impact on financial performance • Provide an advisory service to the Council regarding financial policy issues • Ensure the implementation and adherence of Generally Accepted Municipal Accounting Practices • Ensure that all Council policies and relevant national and provincial legislation regarding financial matters are implemented in accordance with the Municipal Finance Management (Act No. 56 of 2003) • Execution and control of the budgetary process • Compilation of financial statements • Attend Portfolio Committee, Exco and Council meetings • Monitor other departmental budgets • Facilitation of loans and grants and investments for Council • Oversee debt collection initiatives • Oversee the efficient investment of Council Funds • Secure and service loans as required by Council • Ensure the implementation and execution of the Indigent Policy • Co-ordinate Portfolio Committee meetings and submit reports • Liaise with the Auditor General and other bodies which set financial standards to ensure effective compliance with the relevant legislation. Promote BBBEE in the procurement of goods and services by the Municipality.

Vacancy Location: South Africa, KwaZulu Natal, South Coast, Port Shepstone

Interested candidates whose background and experience meet the requirements are invited to apply using the application form (Obtainable in Government Gazette no. 37245 or can be downloaded from our Ray Nkonyeni Municipality website: www.rnm.gov.za. together with a Curriculum Vitae, certified copies of qualifications, ID document, testimonials not older than one year and driver's license. The applications must be addressed to the Municipal Manager.

Delivery Address: Ray Nkonyeni Municipality, P O Box 5, Port Shepstone or Physical Address: Department of Corporate Services, 10 Connor Street, Port Shepstone, KwaZulu-Natal, 4240 between 7H30 to 16H00.

Please note: Applications received after the closing date will not be considered. If you have not received any response from the Ray Nkonyeni Municipality within 30 days after the closing date, please consider your application unsuccessful.

The Ray Nkonyeni Municipality subscribes to the principles of the Employment Equity Act.

Closing Date: 14 July 2023

Faxed or emailed applications will NOT be accepted. The Municipality reserves the right not to make any appointment following this advertisement.

Appointments are made according to the Local Government Systems Act, 2000 (Act No 32 of 2000), Local Government: Municipal Systems Act, 2022 (Act No 3 of 2022) And Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers (as published on 17 January 2014).

The successful candidate will undergo security vetting and will be expected to sign an employment contract, performance agreement and a disclosure of financial interests.

Candidates may be required to submit proof of the NQF Level applicable to the qualifications they obtained.

Enquiries regarding this position may be directed to: The Acting Manager Human Resources, P. O Box 5, Port Shepstone, 4240 and on Tel: 039 688 2023/2077 or email: ugen.kistamurthy@rnm.gov.za

**KJ ZULU
MUNICIPAL MANAGER**