



AGANANG LOCAL MUNICIPALITY

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0748

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MUNICIPAL MANAGER'S OFFICE

1. Position: Municipal Manager

Five Year Fixed Term Contract
Remuneration package: Negotiable

Minimum Requirements:

B Degree in Public Administration or relevant Higher Education Qualification NQF level 6. National Treasury Minimum Competency requirements will be an added advantage. Five years Senior Managerial experience and extensive practical knowledge of the Local Government Environment & its Legislations. A valid Driver's license code 08/B and advanced computer skills.

Core Managerial and Occupational Competencies:

Strategic capabilities and leadership, Programme and project management, Financial management, Change management, knowledge management, Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication, Honesty and integrity. Competence in self-management, Interpretation of and implementation within the legislative and national policy framework, Knowledge of developmental local government, Knowledge of performance management and reporting, Competence in policy conceptualisation, Analysis and implementation.

Key Performance Areas:

Includes: Implement of strategic goals of the municipality. *Ensures timeous provision of municipal services in particular basic services. *Provide advice to the mayor, *Council and council committees. *Implement the Integrated Development Plan (IDP), *implement and ensure compliance with relevant legislation. *Develop municipal accounting, *administrative and operational standards, practices and procedures. *Achieve council vision, mission, strategies, goals and objectives. *Establish an efficient administration. Implementation of growth & development strategies. *Development and implementation of Service Delivery Budget Implementation Plans (SBIP) & Municipal Institutional Plan (MIP) and other strategic plans and programmes of council. Coordinate and lead administration. *Account to the Mayor, Council and its Committees. *Liaise with the internal and external stakeholders. *Facilitate community and other stakeholders participation and involvement in municipal affairs.

Applicants interested in the position of the Municipal Manager shall be subjected to vetting.

Specifically for this position, forward your application letter indicating the name of the position you are applying for, Comprehensive CV with certified copies of qualifications and ID to The Mayor, Aganang Local municipality, PO Box 990, Juno, 0748 or hand-deliver application at Aganang Municipal Offices (Gilead road & Cnr Knobel Road) strictly at Registry Office. Faxed, emailed and late applications will **NOT** be accepted.

BUDGET AND TREASURY DEPARTMENT

2. Position: Manager: Budget and Treasury. (Position reports directly to CFO)

Basic Salary: R 241,124, 00

Permanent

Requirements:

- A B.Com degree in Accounting or equivalent qualification in Financial Management at NQF level 6. A postgraduate qualification will be an added advantage. At least 2 years managerial experience preferably within a Local Government Environment. Knowledge of the MFMA, GRAP, Treasury Regulations, DORA and Supply Chain Management is essential. The applicant must be currently pursuing or acquired the National Treasury Minimum Competency requirements. A valid Driver's license code 08/B. Computer skills Micro soft Office 2010.

Core Competencies:

Knowledge, understanding and application of the various Municipal Finance Legislations. Policy development ability. Ability to compile municipal Budget and Financial reports. Financial management capabilities especially budget management and municipal finance management. Good communication and interpersonal skills.

Key Performance Areas Include:

Report directly to the Chief Financial Officer on the Budget and Treasury Departmental activities, Preparation of the annual budget and annual financial statements.*Monthly Financial reporting in terms of MFMA and DORA requirements.*Income and Expenditure management. *Assets, Inventory and Liability Management. *Implementation of Property Rates Act and Supply Chain Management regulations. Ensure compliance with all prescribed legislation, norms and standards, and other Municipal policies. Supervision of staff, Performance Management. Perform other duties and functions as delegated by the Chief Financial Officer.

Corporate Services Department

3. Traffic Officer: Permanent

Basic Salary: (R107 623.68 – R116 547.25) per annum
Requirements: Basic Traffic Diploma. 2-3 years experience. Code C1 driving license. Be registered as Traffic officer, No criminal record.

Competencies: Knowledge of National Road Traffic Act, Criminal Procedure Act. Road Transportation Act and Law Enforcement, Knowledge of AARTO Act and Dangerous Goods Act. Speed checking and drunken drivers checking.

Key Performance Areas: To enforce municipal By-laws. *To conduct point duty. *To attend and respond to road accidents. *To escort e.g.: mass actions; funerals; VIP's. *To show Professional Awareness Visibility and Education (PAVE). *To execute court duties and assist stranded motorists. *To execute warrant of arrests. *To educate road users on road safety regulations or campaigns. *To curb corruption in terms of Criminal Procedure Act 51 of 1977.

Applicants to these positions shall be subjected to vetting.

Department: Corporate Services

4. Senior Admin Officer: Permanent

Basic Salary: R 211 874.52 per annum
Requirements: National Diploma in Public Administration or equivalent qualification in Administration, valid driver's license (code C1), 1-2 years of experience in administration.

Competencies: knowledge of Administration, good written and communication skills, Computer literacy, Knowledge of records Management

Key Performance Areas: Provide general administrative duties, logistic, matters, manage all registry admin work and deal with all registry queries on daily basis, supervise Auxiliary matters, Responsible for building maintenance, fleet management, records management and telephone management.

Department: Community Services

5. Sport Arts & Recreation Officer: Permanent

Basic Salary: R 152 016.63 per annum
Requirements: National Diploma in Sports Management or equivalent Qualification in Sports and Recreation. Valid driver's license (code 08), 1-2 years of experience in sports and recreation .

Competencies: knowledge of Batho Pele principles, good written and communication skills, Computer literacy.

Key Performance Areas: Establishment of Sport Council, Establishment of Arts & Culture Council, Coordinate of sporting codes, Coordinate programmes from Province & District: Siyadlala Mass Participation, Recreation Activities, Sports Development Activities and Federation activities, Coordinate Sport Forums, Provide

administrative support to the relevant Sports, Arts, Culture Heritage & Recreation, Coordinate the delivery of Sports, Arts, Culture, Heritage & Recreation awareness.

Applicants to these positions shall be subjected to vetting.

Interested candidates should forward their application letter indicating which position they are applying for, Comprehensive CV with certified copies of qualifications and ID to The Municipal Manager, Aganang Local municipality, PO Box 990, Juno, 0748 or hand-deliver application at Aganang Municipal Offices (Gilead road & Cnr Knobel Road), Strictly at Registry Office. Faxed, emailed and late applications will NOT be accepted. Enquiry: Snr HR Officer PI Manamela. Contact details: 015 295 1400.

All positions close on the 06 July 2012

Aganang Local Municipality reserves the right not to appoint the advertised posts.

N.B Aganang Local Municipality is an equal opportunity affirmative action employer with clear employment equity targets. Women and people with disability are encouraged to apply.