



AGANANG LOCAL MUNICIPALITY

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Juno
0748

Tel: 015 295 1400
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The municipality is inviting applicants to apply for the following positions:

Department: Technical Services

Senior Manager: Technical Services

This is a fixed-term employment contract for three years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest.

Remuneration package: Ranges from minimum of R466, 010.00 to a maximum of R569,600.00 annual total remuneration package as guided by notice 225 as published in Government Gazette no. 37500 dated 29 March 2014.

Requirements: The incumbent must be in possession of a Bachelor of Science Degree in Engineering / BTech: Engineering; or equivalent. The applicant must have a minimum of 5 years' experience at middle management level, or as programme/project manager and 3-4 years must be at professional / management level engineering management experience. Certificate of competency as required in terms of the General Machinery Regulations, 1988 or Registration with a recognised relevant engineering professional body will be an added advantage. The incumbent must have the following competencies as per notice 21 published in Government Gazette No. 37245, dated 17 January 2014:

Management competencies: Strategic direction and leadership; people management; programme and project management; financial management; change management and government leadership.

Core competencies: Moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication and results, and quality focus.

Knowledge:

- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Must have extensive knowledge of the public office environment; and
- Must be able to formulate engineering master planning, project management and implementation.

Responsibilities: The Manager Technical Services reports to the Municipal Manager: Ensures proper management and coordination of services provision (roads, building, control, etc); Ensures provision of effective and efficient financial management in all departmental activities; provides effective control of projects and contracts on infrastructure provision for the Municipality; Ensures existence of adequate policy environment for implementation of municipal programmes; procedures and compliance with legislation; develops And monitors service delivery and budget implementation plans (SDBIP); facilitates increase on employment rates through projects; ensures proper risk management in the department; facilitates adequate IGR participation manages water, roads and sanitation designs, manages project management, operations and maintenance units; consolidates and submits reports in line with municipal reporting standards; advice local municipalities and communities on social and institutional activities through the ISD and IGR forums. Attending all Council and relevant meetings and making recommendations as required and implementing decisions; advising Council on all matters of the

Department. Development of GRAP- complaint MTREF budget and efficiently manage and control the budget for the department; prepare and submit required reports to the municipal manager and relevant political structures and attend to ad-hoc responsibilities allocated by municipal manager.

Applications must be submitted on the official application form for Senior Managers that can be downloaded from the website: www.aganang.gov.za and must be accompanied by a detailed curriculum vitae with certified copies of qualifications and ID (of not older than 3 months) 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. **Closing Date: 22 August 2014.** For further enquiries may be directed to Mr Laka MA at 015 295 1400. Shortlisted candidates will be subjected to Qualification, Employment background checks, security vetting and screening.

REPLACEMENT POSITIONS:

Department: Community Services

Traffic Officer: Permanent

Salary: R143 403.98 (excluding benefits)

Requirements: Matric plus Basic Traffic Diploma. 1-2 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 patrol Professional Awareness Visibility and Education (PAVE). *To execute court duties and assist stranded motorists. *To execute warrant arrests. *To educate road users on road safety regulations or campaigns. *To curb corruption in terms of Criminal Procedure Act 51 of 1977.

Licensing Officer. Permanent

Salary: R173 836.33 per annum (excluding benefits)

Requirements: Matric, National Diploma in Finance Management, AARTO and eNatis Supervisory. Certificate. 2-3 years relevant experience Valid Driver's license Code B. No criminal records.

Key Performance Areas: Perform all administrative duties to sustain the functional operation of registering authority as determined by the National Road Traffic Act. Allocate work reporting to staff, Performing transactions, Control and audit registers, Receiving and recording of face value documents, Processing payment of fees, compiling monthly reports reflecting the status of all duties performed by cashiers, To ensure that monies collected are safe.

Department: Municipal Manager's Office

Committee Clerk. Permanent

Salary: R 88 470.70 per annum (excluding benefits)

Requirements: Grade 12, National Certificate in Public Management/Administration or equivalent qualification, Minimum of 1 year relevant experience

Competencies: Good communication skills, Computer skills, Writing skills Planning and Organizing skills, Good interpersonal skills..

Key Performance Areas: Coordinate Council meeting, Render Secretariat service to council meetings, committees, and forums meeting, Manage minutes and resolutions

and registers. Ensure timeously distribution of Council packages and packages for committee meetings. Compile monthly reports.

Driver to the Mayor: Permanent

Basic Salary: R 88 470.70 per annum (Excluding Benefits)

Requirements: Matric /Grade 12*Minimum of 1 years relevant experience in Driving and Security matters. Sound knowledge of legislations governing municipalities. Able to work under pressure. Firearm and police officer license. Clean Criminal Record. Knowledge of protocol. Valid code 10 driver's license & PDP

Key Performance Areas: Render security services to the Mayor. *Drive the Mayor on official trips

Department: Budget & Treasury

Senior Accountant Expenditure: permanent

Salary: R 247 707.16 per annum (Excluding Benefits)

Requirements: B com in Accounting 2-3 years relevant experience. Code 08 driver's license. Good interpersonal skill. Knowledge and understanding of Batho-Pele principles. Mobilization skills. Good communication skills

Competencies: Knowledge of Venus system, Knowledge of assets software, Payday.

Key Performance Area: Manage and Control key performance indicators associated and expenditure management unit's functionality and ensure that procedures, policies and legal requirements are enforcement and adhered to as well accounting are directed and executed. Ensure that expenditure is allocated to correct departments. Preparation of creditors, retention VAT and Salaries reconciliations, on a monthly basis, ensure that service providers are paid within the legislated timeframe. Assist with the preparation of Financial statements and attend to audit findings raised by internal and external auditors. Manage petty cash. Ensure that controls are in place to manage supporting documents. Assist with the preparation of Bank Reconciliation. Ensure that unauthorised, wasteful and irregular expenditure are prevented. Manage payroll of the municipality and ensure that the payroll related returns are submitted within legislated timeframe. Clear salary Suspense account on a monthly basis.

Cashier: permanent

Salary: R 88 470.70 per annum (Excluding Benefits)

Requirements: Certificate in Accounting of Finance Management /Matric with Accounting as subjects, Computer literacy

Key Performance Area: Receipting of cash into the cash drawer system. Handling of cash. Daily balancing/reconciliation of cash collected. Daily banking of cash collected. Prepare cash book daily and monthly. Handle customer's queries. Safe handling of banking register, cheque register & position order register.

Intern Finance (2 years contract)

Total Salary: R120 000 (all inclusive)

Requirements: Grade 12 plus B Com degree or National Diploma in Accounting. Computer literacy.

Key Performance Areas: Preparation of Annual Financial Statement, Budget preparation. Financial reporting. Supply chain Management Income and Expenditure Management Assets and liability Management.

Department: Technical Services

Senior PMU: permanent

Salary: R 247 707.16 per annum (Excluding Benefits)

Requirements: B Tech in civil engineering/ Project Management or Degree in civil Project Management/engineering 2-3 years relevant experience. Code 08 driver's license.

Competencies: Knowledge and understanding of MIG funding

Performance Area: Primarily responsible for intergrading, coordinating project management and administering of MIG funds. Ensure project compliance with all legislations, policies and conditions applicable to MIG. Drafting and scrutinizing MIG business plans for submission and approval. Project performance and cash flow reviews. Manage labour intensive projects in line with the EPWP framework and related reporting requirements. Managing consultants and contracts. Coordinate all other related Municipal Infrastructure Programmes and. Compiling progress report for relevant structures and reporting to the Manager Technical Services.

Applicants should forward their formal applications letter indicating the position they are applying for, Comprehensive CV with certified original copies of qualifications and copy of ID document certified not older than 3 months. (to The Municipal Manager, Aganang Local Municipality, PO Box 990, Juno, 0748 or hand-deliver application at Aganang Municipal Offices (Gilead road & Cnr Nobel Road), Strictly at Registry Office. Faxed, emailed, Z83 and late applications will NOT be accepted. **Closing Date: 22 August 2014.** Enquiry: Snr HR Officer PI Manamela. Contact details: 015 295 1400.

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. Aganang Local Municipality reserves the right not to appoint any person.

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