



4/3/1

NOTICE NO. 06 OF 2022

EXTERNAL STAFF VACANCY

Applications are invited from suitably qualified persons for the below-mentioned posts. King Sabata Dalindyebo Municipality subscribes to the principles of employment equity as espoused in the relevant legislation.

DEPARTMENT	:	STRATEGIC AND ECONOMIC DEVELOPMENT
POST	:	GENERAL MANAGER: LOCAL ECONOMIC DEVELOPMENT
T.A.S.K. GRADE	:	18
SALARY SCALE	:	R 779, 490.00 – R 1, 011, 854.00 PER ANNUM

REQUIREMENTS

- Matric
- Bachelor's Degree in Development Studies or relevant qualification at NQF level 7.
- At least 5 years relevant experience in economic development of which five (5) years must be at managerial level.
- Valid driver's license

DUTIES AND RESPONSIBILITIES (but not limited to)

- Manage and oversee the operations of the Economic Development rural development and Tourism, which consist of the following disciplines: Business Development and Tourism; Economic Research and Business; Agricultural Support and Rural Development; Small Medium Micro Enterprises; and Informal Trading, Economic Hubs
- Initiate the development of strategies, policies, and guidelines.
- Manage and control the implementation of short-, medium- and long-term plans and objectives of the Section in accordance with the Municipality's policies and strategies associated with Economic Development & Tourism.

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- Manages, coordinates and controls the key performance outcomes indicators and outcomes of personnel within the Section.
- Provision of inputs into capital and operating budgets, and controls expenditure against the approved budget of the Section
- Implementation, management and overseeing of procedures, systems and controls to enhance productivity and specific work sequence associated with Economic Development & Tourism
- Monitor implementation of LED Strategic plans and evaluate the impact of LED programmes and projects.

DEPARTMENT	:	CORPORATE SERVICES
POST NAME	:	GENERAL MANAGER: ORGANISATIONAL SUPPORT
TASK GRADE	:	18
SALARY SCALE	:	R 779, 490.00 – R 1, 011, 854.00 PER ANNUM

REQUIREMENTS

- Matric
- B-Tech in Public Administration or any relevant qualification at NQF Level 7.
- At least 5 years' relevant experience of which 5 years must be at managerial level.
- Valid driver's licence

KEY PERFORMANCE AREAS (but not limited to)

- Provide an efficient and effective auxiliary function to internal departments, within the KSD, and external stakeholders.
- Develop and review policies relevant for the efficient and effective functioning of the section.
- Develop and review a strategic plan of the section.
- Oversee the maintenance of all Council's buildings and properties.
- Manage the Council's archiving system and ensure compliance with the requirements of the National and Provincial Legislations.
- Develop an ICT management capability that allows for efficient conceptualization, planning and delivery.
- Manage the Integrated Customer Care, Administrative and Council Support section.

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER
POST NAME	:	GENERAL MANAGER: MQANDULI
TASK GRADE	:	18
SALARY SCALE	:	R 779, 490.00 – R 1, 011, 854.00 PER ANNUM

REQUIREMENTS

- Matric
- Bachelor of Administration or any relevant qualification at NQF Level 7.
- At least 5 years' relevant experience in Public Administration of which 5 years must be at managerial level.
- Valid driver's licence

KEY PERFORMANCE AREAS (but not limited to)

- Control, identifies and defines the immediate, long-term objectives and strategic plans associated with the provision and support services of Mqanduli Office.
- Defining and controlling the role boundaries, workflow process, measure performance against agreed objectivities, consider statistical information pertaining to staff attendance, overtime, leave and addressing deviations.
- Manage, monitor and implement Customer Care services for Mqanduli area.
- Oversee the implementation of Crime Prevention Programs for Mqanduli area
- Render comprehensive customer focused waste collection and street cleaning services to ensure a clean and healthy environment with Community Services.
- Managing specific administrative and reporting requirements associated with the key performance and result indicators of Mqanduli.

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER (OFFICE OF THE SPEAKER)
POST NAME	:	GENERAL MANAGER: OFFICE OF THE SPEAKER
TASK GRADE	:	18
EMPLOYMENT	:	EMPLOYMENT CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER
SALARY SCALE	:	R 1, 275, 585.00 per annum (Total Cost to Company)

REQUIREMENTS

- Matric
- B-Tech in Public Administration or any relevant qualification at NQF Level 7.
- At least 5 years' relevant experience of which 3 years must be at managerial level.
- Understanding local Government Administration and political structure.
- Valid driver's licence

KEY PERFORMANCE AREAS (but not limited to)

- Provide strategic leadership and performance management of the Office
- Controls the Key Performance Indicator's and outcomes of personnel within the Section
- Develop and review the implementation of the public information and awareness services of the municipality;
- Design and monitor the implementation of the performance scorecard of ward committees;
- Provide administrative support to the work of Section 79 Committees of Council;
- Liaise with the Directorate of Corporate Services over matter of Council
- Administration, including councillors development programmes and
- Oversee the implementation of Council Resolutions and tracking;
- Establish the Stakeholders Forum and coordinate its activities;
- Consolidate and review the reports of the Speaker to Council;
- Occasional speech-writing for the Speaker and Chairpersons of Section 79 Committees.

DEPARTMENT	:	BUDGET AND TREASURY OFFICE
POST NAME	:	MANAGER: BUDGET
TASK GRADE	:	16
SALARY SCALE	:	R 559, 260.00 – R 725, 967.00 PER ANNUM

REQUIREMENTS

- Matric
- Bachelor of Commerce Degree in Accounting/ Cost Management Accounting or any relevant qualification at NQF Level 7.
- At least 5 years' relevant experience in Municipal budgeting and reporting of which 3 years must be at managerial level.
- Valid driver's licence.

KEY PERFORMANCE AREAS (but not limited to)

- Manage and defines the immediate, short- and long-term objectives and strategic plans associated with the provision and support services of the Budget section.
- Manages Effective Statutory Budget Reporting Services.
- Manage the delivery of Effective Budget Control Services.
- Manage budgeting processes, planning, compilation and reporting, overall budget control, reconciliations and control accounting procedures
- Manage the implementation of accounting policies, systems and procedures to ensure sound financial practices
- Execute all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures

Enquiries may be directed the Staff Provisioning Office at 047 – 501 – 4102 /4008 / 4100 / 4110 / 4386 (Munitata Building, Mthatha).

PLEASE NOTE:

1. Preference will be given to suitable qualified person in line with the employment equity act and approved employment equity plan of KSD Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.
2. Applicants should submit their applications together with covering letter, CV'S and certified copies of their qualifications, academic record, [Matric certificate must also be attached] ID- document and Driver's licence [where applicable].
3. Faxed and e-mail applications are not accepted, **APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND TIME** and applications without certified copies of documents **will strictly not be considered.**
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference check, criminal checks and competency assessment (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
6. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
7. **CLOSING DATE: NOT LATER THAN FRIDAY 15 APRIL 2022 AT 16H00.**

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications must be forwarded to:

Office 312 Archives and Registry, third Floor, Munitata Building or Post to: The Director Corporate Services KSD Local Municipality. P. O. Box 45. MTHATHA 5099.



**N. PAKADE
MUNICIPAL MANAGER**