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## NOTICE NO. 11 OF 2023

### EXTERNAL STAFF VACANCY

Applications are invited from suitably qualified persons for the below-mentioned posts. King Sabata Dalindyebo Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability, and as such the relevant policy will be considered during selection and placement.

DEPARTMENT	:	CORPORATE SERVICES
POST NAME	:	MANAGER: CUSTOMER CARE SERVICES
TASK GRADE	:	16
SALARY SCALE	:	R 586,664.00 – R 761,539.00 PER ANNUM (PLUS BENEFITS)

### REQUIREMENTS

- Matric
- Bachelor's degree in Public Relations or Bachelor's Degree in Communication Studies or relevant qualification at NQF level 7;
- At least 5 years' experience of which 3 must be at the managerial or supervisory level.
- Computer literacy with office applications
- Good verbal and written communication skills
- Valid Driver's licence
- Experience and understanding of local government will be added advantage.

### KEY PERFORMANCE AREAS (but not limited to)

- Plan, organize, direct and implement comprehensive programs, initiatives and activities of Customer Care unit to identify and meet KSD Municipality's internal and external customer's needs.
- Manages the financial, administrative and information system requirements necessary for the co-ordination and control of the Customer Care Unit.

- Manages developmental and project communication processes associated with phases of various projects associated with the Electrical Programs.
- Inform, Update and Liaise with key stakeholders on KSD projects and campaigns on the immediate, short and long term objectives and current developments, problems and constraints.
- Develop an integrated customer care and Crime prevention programs within the KSD and throughout the Municipality.
- Instrumental in the development and the implementation of all Customer Care related policies and By Laws strategies.

<b>DEPARTMENT</b>	<b>:</b>	<b>RURAL AND ECONOMIC DEVELOPMENT</b>
<b>POST NAME</b>	<b>:</b>	<b>MANAGER: SMME DEVELOPMENT</b>
<b>GRADE</b>	<b>:</b>	<b>T.A.S.K. GRADE 16</b>
<b>SALARY SCALE</b>	<b>:</b>	<b>R 586,664.00 – R 761,539.00 PER ANNUM (PLUS BENEFITS)</b>

#### **REQUIREMENTS**

- Matric
- Bachelor's degree in Business Administration Bachelor of Business Studies or relevant qualification at NQF level 7;
- At least 5 years' experience of which 3 must be at the managerial or supervisory level.
- Computer literacy with office applications
- Good verbal and written communication skills
- Valid Driver's licence
- Experience and understanding of local government will be added advantage.

#### **KEY PERFORMANCE AREAS (but not limited to)**

- Support growth and development of business enterprises within the district area.
- Facilitate, develop and assessment of business plans for enterprise SMME and Corporative.
- Promote growth and development of enterprise to enhance local economic development and facilitate the host of Corporative programmes.
- Development and implementation of sectional Strategies, in order to ensure clear programme for co-operatives within KSD.

- Development and ensure implementation SMME, informal traders strategy and ensure stakeholders mobilization.
- Establish strategic partnership with business sectors and institutions and or investors.
- Oversee and ensure LED related needs and functions are performed without deviation to council IDP and SDBIP.

<b>DEPARTMENT</b>	<b>:</b>	<b>RURAL AND ECONOMIC DEVELOPMENT</b>
<b>POST NAME</b>	<b>:</b>	<b>MANAGER: TOURISM DEVELOPMENT</b>
<b>GRADE</b>	<b>:</b>	<b>T.A.S.K. GRADE 15</b>
<b>SALARY SCALE</b>	<b>:</b>	<b>R521, 059.00 – 676,368 PER ANNUM (PLUS BENEFITS)</b>

### **REQUIREMENTS**

- Matric
- Bachelor's Degree in Tourism Development or relevant qualification at NQF level 7
- At least 5 years' experience of which 3 must be at the managerial or supervisory level.
- Project Management Certificate will be an added advantage;
- Computer literacy with office applications
- Understanding of the Tourism; heritage; arts and culture systems;
- Valid driving license.

### **KEY PERFORMANCE AREAS (but not limited to)**

- To create a facilitating environment and facilitate the participation of stakeholders in the Tourism Industry, so that the communities may play a role in the development Tourism;
- Encouraging all Tourism, Heritage, Arts and Culture stakeholders to form their relevant organisations;
- To ensure that tourism takes note of cultural heritage resources within specific communities and environment.
- Develop and implement a Tourism strategies;
- Empowering local/community structures through involvement in the marketing of cultural experiences and practices to tourists.
- Encouraging the local media and non-governmental organisations to become partners in the tourism education and awareness process in the King Sabata Dalindyebo region.
- Promote the involvement of the private sector and private sector institutions.

<b>DEPARTMENT</b>	<b>:</b>	<b>HUMAN SETTLEMENT</b>
<b>POST NAME</b>	<b>:</b>	<b>MANAGER: HOUSING ADMINISTRATION</b>
<b>GRADE</b>	<b>:</b>	<b>T.A.S.K. GRADE 15</b>
<b>SALARY SCALE</b>	<b>:</b>	<b>R521, 059.00 – 676,368 PER ANNUM (PLUS BENEFITS)</b>

### **REQUIREMENTS**

- Matric
- Bachelor's degree in Building Sciences / Bachelor of Science in Construction Studies or relevant qualification at NQF level 7;
- At least 5 years' experience of which 3 must be at the managerial or supervisory level.
- Computer literacy with office applications
- Good verbal and written communication skills
- Valid Driver's licence
- Experience and understanding of local government will be added advantage

### **KEY PERFORMANCE AREAS (but not limited to)**

- Oversee all Housing Section activities as enshrined in the Housing Code of 2000;
- Budget creation, maintenance and control in alignment with, and contributing to the Integrated Development Plan;
- Provide strategic leadership on all programmatic and advocacy matters within the administration of housing section;
- Lead a collaborative process with the Director Human Settlements (DHS), to execute decisions effectively in matters related to the housing delivery programme and ensuring that the Director Human Settlements is informed of all the developments in a timely and effective manner;
- Participate in the formulation, management and implementation of the Institutional Service Delivery and Budget Implementation plan processes;
- Have an understanding, and ensure compliance with all National, Provincial and Local Legislation relating to Human Settlement development, particular to the Housing Act 107 of 1997;
- Co-ordinate interaction with all spheres of government, and community structures to ensure inclusive and broad-based governance in all projects.

<b>DEPARTMENT</b>	<b>:</b>	<b>BUDGET AND TREASURY OFFICE</b>
<b>POST NAME</b>	<b>:</b>	<b>MANAGER: AFS, INTERNAL CONTROL AND AUDIT</b>
<b>GRADE</b>	<b>:</b>	<b>T.A.S.K. GRADE 15</b>
<b>SALARY SCALE</b>	<b>:</b>	<b>R521, 059.00 – 676,368 PER ANNUM (PLUS BENEFITS)</b>

- Matric;
- Bachelor's Degree in Accounting Science or relevant qualification majoring with Accounting at NQF Level 7;
- At least 5 years' relevant experience in Annual Financial Statements and Internal Control of which three (3) years must be at management or supervisory level;
- Computer literacy with office applications,
- Valid driver's licence.
- Compliance with the relevant Minimum Competency Levels for Financial Officials, issued in terms of Municipal Finance Management Act, as published under Government Notice No. 493 in Government Gazette No. 29967 of 15 June 2007 as an added advantage.

#### **KEY PERFORMANCE AREAS (but not limited to)**

- Manager the compilation of financial statements of the Municipality to reflect financial performance and position of the Council to all Stakeholders;
- Identify and define the immediate, short and long term objectives/ plans of the section.
- Manage, control and direct the implementation of specific financial procedures, systems and controls associated with the various financial activities;
- Manage year-end financial procedures to ensure timely completion and publication of financial statements
- Manage the provision of support to audit functions i.e. Internal Audit, Audit Committee, and Auditor General.
- Manage financial management support to other departments to ensure correct implementation of policies, systems and procedures in accordance with GRAP and other reporting requirements.
- Manage the implementation of risk management and mitigation strategies across of the sectional functions
- Manages specific administrative and reporting requirements associated with the key performances and result indicators.

**DEPARTMENT : CORPORATE SERVICES**  
**POST NAME : ASSISTANT MANAGER: ICT OPERATIONS**  
**GRADE : T.A.S.K. GRADE 13**  
**SALARY SCALE : R 401, 412.00 – R 521, 059.00 PER ANNUM (PLUS BENEFITS)**

**REQUIREMENTS**

- Matric;
- A Bachelor's Degree in Computer Science or relevant qualification at NQF level 7.
- At least 4 years' relevant experience in ICT Operations of which 2 years must be at supervisory level.
- Valid driver's licence.

**KEY PERFORMANCE AREAS (but not limited to)**

- Monitoring and maintenance of IT infrastructure operations of the Municipality;
- Monitors the professional, technical and operational outcomes related to the provision of support and quality service delivery.
- Control the safeguarding of network, server infrastructures, software applications, software licenses and hardware of the Municipality;
- Provide inputs in the development and reviewal of the immediate, short- and long-term objectives/plans of the ICT section;
- Analyse and assess potential Information Technology security risks, developing plans, monitoring and auditing systems for abnormal activity, and executing corrective actions

**DEPARTMENT : CORPORATE SERVICES**  
**POST NAME : ASSISTANT MANAGER: ICT GOVERNANCE**  
**GRADE : T.A.S.K. GRADE 13**  
**SALARY SCALE : R 401, 412.00 – R 521, 059.00 PER ANNUM (PLUS BENEFITS)**

- Matric;
- A Bachelor's Degree in Computer Science or relevant qualification at NQF level 7.
- At least 4 years' relevant experience in ICT Governance of which 2 years must be at supervisory level.
- Valid driver's licence.

**KEY PERFORMANCE AREAS (but not limited to)**

- Design and implement the IT governance framework and align with Municipality's wider governance responsibilities and support the achievement of IDP.
- Monitor and control the compliance in IT standards and policies.
- Coordinate alignment of strategic ICT functions with daily operations of the Municipality.
- Coordinate continuous improvement of Corporate Governance of and Governance of ICT
- Responsible for development, review and enforcement of IT policies and standard operating procedures.
- Responsible managing ICT Steering Committee meeting, documentation and all submissions to the audit committee.

<b>DEPARTMENT</b>	<b>:</b>	<b>BUDGET AND TREASURY OFFICE</b>
<b>POST NAME</b>	<b>:</b>	<b>ASSISTANT MANAGER: AFS, INTERNAL CONTROL AND AUDIT</b>
<b>GRADE</b>	<b>:</b>	<b>T.A.S.K. GRADE 13</b>
<b>SALARY SCALE</b>	<b>:</b>	<b>R 401, 412.00 – R 521, 059.00 PER ANNUM (PLUS BENEFITS)</b>

- Matric;
- ND: Accounting or ND: Cost and Management Accounting or relevant qualification majoring with Accounting at NQF Level 6;
- A Bachelor's Degree in Accounting Science will be an added advantage.
- At least 4 years' relevant experience in Annual Financial Statements and Internal Controls of which 2 years must be at supervisory level;
- Computer literacy with office applications, and;
- Valid driver's licence.
- Compliance with the relevant Minimum Competency Levels for Financial Officials, issued in terms of Municipal Finance Management Act, as published under Government Notice No. 493 in Government Gazette No. 29967 of 15 June 2007 as an added advantage.

**KEY PERFORMANCE AREAS (but not limited to)**

- Responsible for the compilation of Monthly/Quarterly/Yearly financial statements of the Municipality to reflect financial performance and position of the Council to all Stakeholders

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- Maintain the general ledger and vote structure to support GRAP and financial reporting standards and regulations.
- Coordinate year-end financial procedures to ensure timely completion and publication of financial statements
- Provide support to audit functions i.e. Internal Audit, Audit Committee, and Auditor General.
- Render statistical financial administration and statutory financial reporting in terms of applicable legislation
- Monitor performance, integrity and security of the financial database
- Provide financial management support to other departments to ensure correct implementation of policies, systems and procedures in accordance with GRAP and other reporting requirements.
- Verify, administer and process financial data in the financial system.

**DEPARTMENT : BUDGET AND TREASURY OFFICE**

**POST NAME : ASSISTANT MANAGER: INVESTMENTS AND GRANT FUNDING**

**GRADE : T.A.S.K. GRADE 13**

**SALARY SCALE : R 401, 412.00 – R 521, 059.00 PER ANNUM (PLUS BENEFITS)**

- Matric;
- ND: Accounting or ND: Cost and Management Accounting or relevant qualification majoring with Accounting at NQF Level 6;
- A Bachelor's Degree in Accounting Science will be an added advantage.
- At least 4 years' relevant experience in investments or grant funding of which 2 years must be at supervisory level;
- Computer literacy with office applications, and;
- Valid driver's licence.
- Compliance with the relevant Minimum Competency Levels for Financial Officials, issued in terms of Municipal Finance Management Act, as published under Government Notice No. 493 in Government Gazette No. 29967 of 15 June 2007 as an added advantage.

**KEY PERFORMANCE AREAS (but not limited to)**

- Monitor input into the sub-section's Strategic plan pertaining to Treasury and Investment Accounting Services.
- Monitor input into the sub-section's Policies, Procedures and Controls pertaining to Treasury and Investment Accounting Services.
- Monitor a strict adherence to section 13 of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) pertaining to investments.



- Monitor all processes of encashment of investments, give corrective inputs where required, escalate any deviations from internal or national policy or procedures to the Manager for immediate action.
- Monitor cash flow and investments

<b>DEPARTMENT</b>	:	<b>BUDGET AND TREASURY OFFICE</b>
<b>POST NAME</b>	:	<b>ASSISTANT MANAGER: ASSETS (INFRASTRUCTURE)</b>
<b>GRADE</b>	:	<b>T.A.S.K. GRADE 13</b>
<b>SALARY SCALE</b>	:	<b>R 401, 412.00 – R 521, 059.00 PER ANNUM (PLUS BENEFITS)</b>

- Matric;
- ND: Accounting or relevant qualification majoring with Accounting at NQF Level 6;
- A Bachelor's Degree in Accounting Science will be an added advantage.
- At least 4 years' relevant experience in asset management;
- Computer literacy with office applications, and;
- Valid driver's licence.
- Compliance with the relevant Minimum Competency Levels for Financial Officials, issued in terms of Municipal Finance Management Act, as published under Government Notice No. 493 in Government Gazette No. 29967 of 15 June 2007 as an added advantage.

#### **KEY PERFORMANCE AREAS (but not limited to)**

- Monitor input into the sub-section's Strategic plan pertaining to Infrastructure asset Accounting Services.
- Monitor inputs into the sub-section's Policies, Procedures and Controls pertaining to Infrastructure asset Accounting Services.
- Monitor specific functions associated with Infrastructure asset controlling in the Section.
- Monitor inputs into the sub-section's Financial and Asset Management pertaining to Infrastructure asset Accounting Services.
- Coordinate the administrative and reporting requirements of the functionality Infrastructure asset Accounting Services.
- Coordinate inputs towards efficient and effective audit processes pertaining to Infrastructure asset Accounting Services.

- Monitor the reconciliation of all assets, accurate accounting of assets, updated, bar coded asset register;

**DEPARTMENT : HUMAN SETTLEMENTS AND PLANNING**  
**POST NAME : DC TOWN PLANNER**  
**GRADE : T.A.S.K. GRADE 12**  
**SALARY SCALE : R 356, 536.00 – R 462, 808.00 PER ANNUM (PLUS BENEFITS)**

### **REQUIREMENTS**

- Grade 12
- National Diploma in Town and Regional Planning or relevant qualification in Urban and Regional Planning at NQF level 6;
- At least 3 years relevant experience in town planning.
- Valid Code 08 driving license.
- Registration with the South African Council for Planners (SACPLAN) will be an added advantage.

### **KEY PERFORMANCE AREAS (Include but not limited)**

- Identifies and defines the immediate, short- and long-term plans associated with urban, land use and environmental planning;
- Controls the professional, technical and operational outcomes related to Planning and Architecture;
- Participate in formulation of land use management policies and regulations to guide the municipality and community with regard to Town Planning;
- Implement and administer land use management systems and regulations to ensure that the applicable legislative and administrative procedures are followed in terms of land use control;
- Scrutinising of draft layout plans submitted by appointed service providers;
- Liaise with government departments and deal directly with the public for implementation of projects and give advice with regard to Town Planning.
- Monitor implementation of development in compliance with applicable legislation and Town Planning Standard and guidelines.

- Controls the key performance indicator's and outcomes of personnel.

<b>DEPARTMENT</b>	:	<b>TECHNICAL SERVICES</b>
<b>POST</b>	:	<b>SENIOR ELECTRICIAN: OPERATIONS AND MAINTENANCE</b>
<b>GRADE</b>	:	<b>T.A.S.K. GRADE 12</b>
<b>SALARY SCALE</b>	:	<b>R 356, 536.00 – R 462, 808.00 PER ANNUM (PLUS BENEFITS)</b>

#### **REQUIREMENTS**

- Matric;
- National Diploma: Electrical Engineering or any equivalent related qualification at NQF 6;
- At least 3 years' relevant experience in electrical operations and maintenance; and
- Code EC1 Valid driver's licence with PrDP.

#### **KEY PERFORMANCE AREAS** (Include but not limited)

- Coordinating controls and monitors the set-up, work in progress and completion of specialised tasks activities associated with medium/low voltage electrical installation;
- Monitoring and executing operational plans and procedures associated with the provision of a quality and efficient electrical construction and maintenance service of electrical substations and electrical infrastructure e. g. streetlights, replacement of lamps, straightening of poles etc;
- Monitoring and controlling the personnel and operational requirements associated with electricity;
- Coordinating specific tasks associated with the operation of heavy and or specialised vehicles and equipment during and conducting all electrical installations, repair and maintenance activities, switching operations and wiring controls.
- Coordinating response to urgent/ unscheduled work requests;
- Controlling and co-ordinating trouble shooting/ fault finding and repairing to medium/ low voltage reticulation and electrical systems;
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993)
- Coordinating and attending to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Building of Reticulation network HV and LV Lines.

<b>DEPARTMENT</b>	:	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>POST</b>	:	<b>RISK OFFICER</b>
<b>GRADE</b>	:	<b>T.A.S.K. GRADE 11</b>
<b>SALARY SCALE</b>	:	<b>R 302, 000.00 - R 392, 026.00 PER ANNUM</b>

### **REQUIREMENTS**

- Matric
- National Diploma: Internal Auditing / Risk Management or any equivalent related qualification majoring with Risk Management at NQF 6.
- At least 3 years' experience working in risk management environment or auditing.
- Valid driver's licence.
- Proof of Computer Literacy
- **ADDED ADVANTAGE:** Membership to the Institute of Risk Management will be an added advantage • Extensive knowledge of ERM frameworks and working principles • Membership to the Institute of Internal Auditors.

### **KEY PERFORMANCE AREAS (but not limited to)**

- Implement processes and procedures associated with formulation of the Municipality's Risk Management Plan and Programs.
- Analyse applications, procedures and processes associated with specific statutory responsibilities and functions to assess risk
- Implement the Risk Management Policy and Strategy in the Municipality.
- Coordinates the implementation of Anti-Fraud and Ethics Compliance Policies and Strategies
- Disseminates guidance and information on specific key performance areas and requirements associated with the Risk Management program and procedures
- Facilitate and coordinate risk identification and assessment process
- Monitor all risk mitigating projects
- Advise departments in designing risk management programs within their own departments
- Deploy fraud prevention and detection techniques and systems
- Participate in fraud investigations.

**DEPARTMENT** : **OFFICE OF THE MUNICIPAL MANAGER**  
**POST** : **INTERNAL AUDITOR**  
**GRADE** : **T.A.S.K. GRADE 11**  
**SALARY SCALE** : **R 302, 000.00 - R 392, 026.00 PER ANNUM (PLUS BENEFITS)**

### **REQUIREMENTS**

- Matric
- National Diploma in Internal Auditing or any relevant qualification majoring with Internal Auditing at NQF Level 6.
- At least 3 - 5 years relevant experience in internal audit environment.
- Valid driver's licence.
- Proof of Computer Literacy
- Valid registration membership with the Institute of Internal Auditors (IIASA).
- Internal Audit Technician Certificate (IAT).

### **KEY PERFORMANCE AREAS (but not limited to)**

- Conduct internal audit projects as per the approved annual plan and ensure delivery of results anticipated within specific time frames.
- Maintain confidentiality in dealing with various audit projects.
- Provide inputs into the determination and documentation of the scope, purpose of the audit, risks, period of review, legislation, policies and resolutions and procedure manuals/system descriptions used in the audit.
- Ensure that municipal plans and objectives are met.
- Facilitate implementation of Audit findings and recommendations
- Provide input into the development of strategy and annual audit plan.
- Provide inputs on the development of policy and process to ensure compliance on the Municipal Finance Management Act and other local government legislation.

<b>DEPARTMENT</b>	<b>:</b>	<b>BUDGET AND TREASURY OFFICE</b>
<b>POST</b>	<b>:</b>	<b>ACCOUNTANT – ASSETS x 2</b>
<b>GRADE</b>	<b>:</b>	<b>T.A.S.K. GRADE 10</b>
<b>SALARY SCALE</b>	<b>:</b>	<b>R 255, 811.00 – R 316, 513.00 PER ANNUM (PLUS BENEFITS)</b>

### **REQUIREMENTS**

- Matric;
- National Diploma: Accounting or any equivalent related qualification at NQF 6;
- At least 2 years' relevant experience in asset management; and
- Valid driver's licence.
- Compliance with the relevant Minimum Competency Levels for Financial Officials, issued in terms of Municipal Finance Management Act, as published under Government Notice No. 493 in Government Gazette No. 29967 of 15 June 2007 as an added advantage.

### **KEY PERFORMANCE AREAS (Include but not limited)**

- Execute the key performance and result indicators associated with asset management functionality through the implementation of laid down policies, procedures and controls.
- Coordinate and control Councils assets according to specific accounting procedures associated with acquisition and disposal
- Control, update, maintain and reconcile the various asset registers ( property asset/ infrastructure and community asset/ GIS registers, etc.) in accordance laid down policies, procedures and controls
- Record and attend to transactional procedural applications with relation to Long term liabilities including external loans, etc. in accordance relevant policies and legislative prescripts
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality

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, 31 MARCH 2023 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.

*KSD Fraud and Corruption Hotline 0800 360 634*

  
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MUNICIPAL MANAGER