



DR. KENNETH KAUNDA DISTRICT MUNICIPALITY, SITUATED IN THE NORTH WEST PROVINCE IN ORKNEY NEAR KLERKSDORP HEREBY INVITES QUALIFIED CANDIDATES TO APPLY FOR THE BELOW MENTIONED POSITIONS

**SENIOR MANAGER: CORPORATE SUPPORT SERVICES AND ICT**

**DIRECTORATE: CORPORATE SUPPORT SERVICES**

**TERM OF CONTRACT: PERMANENT**

**STATIONED WITHIN THE DR.KENNETH KAUNDA DISTRICT**

**REMUNERATION:** Total remuneration package will be in terms of Government Gazette No. 48789 dated 14 June 2023, (Minimum R935 100 Midpoint R1 068 686 and Maximum R1 184 979 per annum).

**Qualification Requirements:**

Grade 12 •Bachelor's Degree in Public Administration/ Management Services/ Law, or equivalent. • A Certificate in Municipal Finance Management Program (MFMP) in terms of the 2007 Municipal Regulations on Minimum Competency Levels or should be attainable within eighteen (18) months from date of appointment. •5 years applicable experience, of which 5 years must be at middle management level •Proven successful management experience in Administration. •Extensive knowledge of Local Government legislations •Advanced Computer literacy plus a valid Must be prepared to be subjected to a vetting process. driver's licence • **NO CRIMINAL RECORD.**

**Knowledge & Skills:**

Good knowledge and understanding of relevant policies and legislation governing Local Government. •Good knowledge of Performance Management System. •Good knowledge of supply management regulations and Preferential Procurement Policy Framework act 2000 (Act 5 of 2000). •Strategic leadership and Management, Governance, Ethics and values in Financial Management, stakeholders Relations and Supply Chain Management. •Planning and organising skills. •Interpersonal skills. •Computer literacy. •Sound knowledge of Labour Relations, Human Resource Management principles and practices. •Knowledge of legal principles and discipline. •Legal background and human capital management • Willingness to work long hours and under pressure.

**Key Performance Areas:**

Required to lead and direct the Directorate: Corporate Services, which is responsible for Human Capital Management, Council Administrative Support, Facilities Management, Legal Services and Information Communication Technology functions. •Ensure the provision of Optimum Human Resource Management and Development. •Ensures the provision of effective and efficient Information Technology Management Services. •Ensures the provisioning of general Administrative Services. •Ensures the compliance of the Occupational Health and Safety, and Compensation of Occupational Injuries and Diseases Act. •Provision of Organisational Design and Development Services. •Implement Council resolutions timeously and follow up directives given •Formulating and implementation of directorate's Integrated Development planning •Directorates budget preparation and management •Development and implementation of directorate's Service Delivery and Budget Implementation Plan •Maintenance of directorate's performance system and annual reporting •Directorate's human resource development and management and supervision of departmental staff including industrial relations. •Attending and implementing Council and Mayoral Committee meetings and submitting reports. **The incumbent will be reporting to the Municipal Manager.**

**CANDIDATES WHO PREVIOUSLY APPLIED NEED NOT APPLY AS THEIR APPLICATIONS WILL BE CONSIDERED.**

**DIRECTORATE : BUDGET & TREASURY OFFICE**

**POSITION : CHIEF FINANCIAL OFFICER**

**TERM OF CONTRACT : PERMANENT**

**STATIONED WITHIN THE DR.KENNETH KAUNDA DISTRICT**

**REMUNERATION:** Total remuneration package will be in terms of Government Gazette No. 48789 dated 14 June 2023, (Minimum R935 100 Midpoint R1 068 686 and Maximum R1 184 979 per annum).

The appointment of the successful candidate will be done in line with Local Government: Municipal Systems Act 32 of 2000 as amended and the Local Government; Regulations on the appointment and conditions of employment of senior managers dated 17 January 2014.

**REQUIREMENTS:**

- Grade 12
- NQF Level 7 in fields of Accounting, Finance or Economics or Chartered Accountant (SA), Minimum of 5 years at middle management level, of which at least 2 years be at senior management level.
- Compliance with the Municipal Regulations on Minimum Competency Levels and all specific required Competency Level Unit Standards for Chief Financial Officers must be completed (Published under GNR. 493 in GG 29967 dated 15 June 2007);
- Certificate in Municipal Financial Management Programme (MFMP) or Certificate Programme in Municipal Development (CPMD).
- Registered with relevant professional bodies will serve as an advantage
- Must be prepared to be subjected to a vetting process.
- Valid driver's license
- **NO CRIMINAL RECORD**

**COMPETENCIES AND SKILLS:**

- Strategic Leadership and Management,
- Analytical Ability,
- Managerial Experience,
- Strategic Financial Management,
- Operational Financial Management,
- Governance,
- Ethics and Values in Financial Management,
- Financial and Performance Reporting,
- Audit and Risk Management Experience,
- Change Management,
- Project Management, Legislation, Policy and Implementation,
- Stakeholder Relations, Supply Chain Management, Audit and Assurance.

**KEY PERFORMANCE AREAS:**

- Provision of strategic financial management direction, advice and leadership to the Budget and Treasury, Revenue, Expenditure and Supply Chain Management functions
- Provision of an effective financial management system inclusive of policies, procedures, financial operating standards, practices, anti -corruption measures and an effective accounting system within the municipality
- Provision of strategic direction to the financial planning and budgeting process within the municipality and ensure that strategies are consistent with the Constitution, MFMA, Treasury Regulations and annual Division of Revenue Act
- Overseeing the compilation of financial statements and application of efficient and effective control systems
- Support the Accounting Officer and other Senior Managers in the execution of their functions
- Managing and ensuring productive utilisation of personnel with the Budget and Treasury Office
- Overall responsibility for the implementation of efficient, effective and economic financial systems in the municipality
- Ensure implementation of the Performance Management System within the financial department. **The incumbent will be reporting to the Municipal Manager.**

**CLOSING DATE: FRIDAY, 28<sup>TH</sup> JUNE 2024 TIME: 12H00**

All enquiries must be directed to the Municipal Manager: Mr. MJ Rathogo at (018) 473 8016/8000/406 7000.

**DIRECTORATE : CORPORATE SUPPORT SERVICES & ICT**

**UNIT : LEGAL SERVICES**

**POSITION : LEGAL ADVISOR: LITIGATION AND DISPUTES**

**SALARY : R 485 676.00-R 536 304.00 (POST LEVEL 5)**

**MINIMUM REQUIREMENTS:**

- B Degree in Law / or equivalent qualification NQF Level 7
- Grade 12
- 3-5 years experience as a legal practitioner/advisor in a legal practice/ in Local government.
- Computer literate (MS Office)
- Driver's License

**CLOSING DATE: 28 JUNE 2024 AT 12H00 PM**

**Applications should be forwarded to:**

The Record Section  
Dr Kenneth Kaunda District Municipality  
Private Bag X5017  
**KLERKSDORP**  
2570

**Physical Address**  
Dr Kenneth Kaunda District Municipality  
Civic Centre, Patmore Road  
**ORKNEY**  
2620

**REQUIRED SKILLS:**

- Be able to communicate in at least 2 of the 3 official languages of within the area
- Good management, human relations, interpersonal and communication
- The ability to function independently, as well as within a team
- The ability to compile legal opinions and to function effectively under pressure
- Confidentiality
- Sound planning and organizational skills
- Analytical skills
- Resolve conflict incidents
- Willingness to work after normal office hours, standby, during emergencies and planned overtime

**KEY RESPONSIBILITY:**

- Assisting Manager Legal Services to provide sound legal advice and support to the Council and the Administration on litigations as and when needed
- Responsible for the implementation and legal execution on litigations
- Attend to labour matters in the capacity as either Presiding officer and/or initiator or investigator
- Drafting, editing and perusing contracts and other legal documents
- Maintaining the Delegation Register of Council
- Interact on behalf of Council with external legal firms
- Conduct research and prepare legal opinions
- Interpreting and advise on current legislation
- Coordinator and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Keep abreast of current trends, legislative changes and administrative developments in the profession
- Comment on reports and recommendations to council
- Prepare summaries on latest relevant court judgements and maintain a proper record thereof
- General Administrative duties to assist the Manager Legal Services

**DIRECTORATE : MUNICIPAL MANAGER'S OFFICE**

**UNIT : RISK MANAGEMENT**

**POSITION : RISK SPECIALIST (RE-ADVERT)**

**SALARY : R 485 676.00-R 536 304.00 (POST LEVEL 5)**

**MINIMUM REQUIREMENTS:**

- BCom Degree or equivalent NQF Level 6 in Risk Management/ Accounting/Auditing
- Grade 12
- 3-5 years work-related experience of which 3 years must be at any level in a role related to this position
- Understanding of National Treasury Risk Management Framework
- Excellent verbal and written communications skills
- Computer literacy (Excel, Word, Outlook, etc)
- Valid Driver's Licence
- Membership to the Institute of Risk Management/ Institute of Internal Auditors will be an added advantage

**KEY RESPONSIBILITY:**

- Work with Chief Risk Officer to coordinate and facilitate the Control Risk Assessment for Directorates
- Assist in preparing, reviewing and updating the Risk Management policies and framework and other Governance Risk Documents
- Coordinate the implementation of action plans for the risk and reporting of any emerging risk
- Plan and initiate Risk Management Awareness Campaigns and implement Risk Management program
- Drive the implementation of fraud prevention initiatives as well as lead, develop and assist management in implementation of internal control strategies to mitigate fraud
- Support the Chief Risk Officer with ad hoc project as required

**DIRECTORATE : MUNICIPAL MANAGER'S OFFICE**

**UNIT : MPAC**

**POSITION : MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) MANAGER**

**SALARY : R 622 116.00 – R 625 152.00 – (POST LEVEL3)**

**MINIMUM REQUIREMENTS:**

- A Degree or National Diploma in Public Administration / Management NQF Level 6/7.
- Grade 12.
- At least 3-5 years relevant experience
- Knowledge of Municipal office applications;
- Good interpersonal relations and high degree of ethics;
- Facilitation skills;
- Communication skills and Report writing skills;
- Knowledge of local government legislation and the Constitution of the Republic;
- Understanding of the Local Government Oversight Processes and Responsibilities;
- CPMD / MFMP Certificate will be an added advantage.
- Must be prepared to be subjected to security clearance.
- A valid driver's licence

**PERFORMANCE AREAS:**

- Assist District Municipalities to coordinate the activities of MPAC and give strategic guidance to advance the strategic objective of the Unit for purpose of Accountability and Enhancing Improved Audit Outcome.
- Facilitate capacity building for District Municipalities with relevant stakeholders.
- Oversight and Monitor Performance and Finances of the Municipality.
- Ensure that MPAC reports are tabled at Council and track implementation of MPAC resolutions as adopted by Council.
- Ensure SDBIP defined objective of the Department and Standard Operating Procedures are completed timeously and submitted to Performance Management Unit.
- Assist and support the Chairperson of MPAC in terms of oversight role entrusted.
- Ensure authenticity of information entailed in administration reports and programmes.
- Develop and compile reports on possible risks and irregularities for consideration by MPAC.
- Analyze and process Research Reports for tabling at MPAC meeting and Council.
- Develop Findings and Recommendations Register on possible corrective measures and as monitoring tools for implementation of the adopted Oversight Report to enhance effective oversight in pursuit of good governance and accountability.
- Play an active role in advancing MPAC Oversight interest at the level of Senior Management.
- Develop Oversight Process Plan and maintain stakeholder relations, subsequent to tabling of the Annual Report
- Drive the implementation of fraud prevention initiatives as well as lead, develop and assist management in implementation of internal control strategies to mitigate fraud

The Municipality reserves the Right to not make any appointment. Communication will only be limited to successful candidates. Prescribed application form is available on the website [www.kaundadistrict.gov.za](http://www.kaundadistrict.gov.za) and the Records Office (Please note there is no Reference Number) Certified copies of original certificates not older than 6 months must be attached to the CV. Interested persons are requested to submit a complete Curriculum Vitae at the Record Section. Dr Kenneth Kaunda District Municipality is an Equal Opportunity Employer. Suitably Qualified and experienced persons with disabilities are encouraged to apply. All enquires must be directed to the Human Resource Division: Mr Thato Mthobedi at 018 473 8000/8021. Please note that no faxed or e-mailed applications will be considered. If no response is received within three months of closing date, consider your application as unsuccessful.

**Mr Mokgathe J Rathogo**  
**Municipal Manager**

[www.kaundadistrict.gov.za](http://www.kaundadistrict.gov.za)



**EXPLORING PROSPERITY**