

# INGQUZA HILL LOCAL MUNICIPALITY



## POSTS ADVERTISEMENT

Bulletin no 03/08/2022

Ingquza Hill Local Municipality (Incorporating **Flagstaff and Lusikisiki Towns**) hereby invites applications from suitably qualified and experienced persons to fill the following vacancies:

### DEPARTMENT: BUDGET AND TREASURY

#### Chief Financial Officer (5 Years Fixed Term Contract)

All-inclusive Total Costs to Company is (Minimum – R846 307.00, Midpoint – R950 907.00 and Maximum – R1 040 327) plus 4% rural allowance as per the gazette.  
(REF: 08/CFO/2022)

#### Minimum Requirements

- Matric or Senior Certificate
- Valid code B driver's license
- Bachelor's degree at NQF level 7 in the field of Finance, Accounting or Economics.
- Minimum of Five (05) years at Middle Management Levels; of which at least 02 years must be at Senior Management.
- Code B/ EB Driver's License.
- Advanced Computer skills (MS Word, MS Excel, MS Power Point and MS Outlook).
- Excellent Communication Skills in at least two of the official Languages Xhosa and English.
- Registration with the relevant professional body would be an added advantage.

- CPMD (Certificate in the Municipal Finance Programme- Municipal Development) would be an added advantage.
- Extensive Knowledge of Laws and Legislations Governing Local Government International Standards for professional Practice of Internal Auditing and relevant Public Sector Risk Management Frameworks.

### **Knowledge Required**

- Advanced Knowledge of Local Government Municipal Finance Management Act (MFMA), National Treasury Regulations and other Legislation applicable to Local Government, General Recognized Accounting Practice (GRAP) and Key Financial Management/ Government Standards and Performance Objectives.
- Proven successfully Institutional Transformation with Public or Private Sector.
- Advanced Knowledge and understanding of relevant Policy and Legislation applicable to Local Government.
- Advanced understanding of Institutional Governance Systems and Performance Management.
- Advanced understanding of Council Operations and Financial delegation.

### **Key Performance Areas**

- Develop, implement and manage strategic goals, policies and procedures in alignment to the municipality's strategic objectives.
- Effectively manage financial service (budgeting, income, expenditure, activity-based costing, and supply chain management) through the establishment. Implementation and maintenance of a financial management strategy.
- Responsible for the effective and efficient management of the Department.
- Liaise and interact with individual, role players and agencies on senior level in all three spheres of government.
- Assist and support the accounting officer with the role and responsibilities delegated to the Chief Financial Officer.
- Ensure municipal financial viability through management and monitoring of all income and expenditure of the municipality, safeguarding all assets, discharging liabilities of the municipality and proper diligent compliance with Financial Management Act and other prescripts.

## **DEPARTMENT: CORPORATE SERVICES**

### **Director Corporate Services (5 Years Fixed Term Contract)**

**All-inclusive Total Costs to Company is (Minimum – R846 307.00, Midpoint – R950 907.00 and Maximum – R1 040 327) plus 4% rural allowance as per the gazette. (REF: 08/DCS/2022)**

#### **Minimum Requirements**

- Matric or Senior Certificate
- Valid code B driver's license
- Bachelor Degree NQF Level 7 in Public Management Sciences/ Law or equivalent
- CPMD (certificate in the Municipal Finance Programme) will be an added advantage/ must be obtained within 18 months of employment
- 5 years' Experience in middle Management level
- Must have proven successful Management experience in administration Advanced computer skills (MS Word, MS Excel, MS PowerPoint and MS Outlook)
- Excellent communication skills in at least two or three official languages English and Xhosa.
- Registration with relevant professional body will be an added advantage.

#### **Minimum Competency Levels**

- Core Managerial and Occupational Competencies as prescribed in the performance regulations.
- Financial and Supply Chain Management Competency Areas
- Strategic Leadership. Human Resources Management Strategic Financial Management & Financial Management.
- Operational Financial Management
- Governance Leadership, Ethics and Values in Financial Management.
- Financial and Performance Report.
- Project Management
- Legislation, Policy and Implementation.
- Stakeholder Relations
- Supply Chain Management
- Audit and Assurance

### **Key Performance Areas**

- Development of an economical, effective, efficient and accountable administration.
- Management of the municipality's administration in accordance with the labour laws and other applicable legislations.
- Responsible for the formulation of objectives, strategies, development and implementation of the IDP
- Identify projects and develop all sector plans.
- Develop the draft budget of your department.
- Management, effective utilization and training of staff including the maintenance of discipline.
- Promotion of sound labour relations.
- Carrying out the decisions of the political structures and political office bearers
- Ensuring a culture of public service and accountability
- Taking measures to prevent fraud and corruption
- Ensure the proper maintenance of municipal records and knowledge management
- Manage the Workplace Skills Plan
- Ensure compliance of the employees with schedule 2 of the Municipal Systems Act No.32 of 2000 as amended as well as any other policies of the Municipality.
- Ensure effective and efficient utilization of all resources in your department.
- Ensure the sitting of the standing committees and all other relevant committees
- Perform any other duties outlined in the delegation framework that will be assigned with you from time to time.

### **Knowledge Required**

- Good Knowledge and understanding of relevant Policy and Legislation;
- Good Knowledge and understanding of Institutional Governance Systems and Performance Management.
- Good Knowledge of Corporate Support Services, including the following Human Capital Management.
- Legal Services
- Facilities Management
- Information Communication Technology; and Council Support;
- Good Knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act N0.5 of 2000;
- Good Governance
- Labour Relations Act, and other Labour- Related prescripts;

- Legal background and Human Capital Management and Knowledge of coordination and oversight of all specialized support functions.

## **DEPARTMENT: COMMUNITY SERVICES**

**Manager: Amenities and Solid Waste Management (Five (5) year Performance Based Fixed Term Contract) (All-inclusive total cost to company of R919, 649, 07 Per Annum (REF:01/02/2022))**

Please note this is a re-advert all candidates that had previously applied **must** re-apply

### **Requirements**

- Matric
- B. Degree in Environmental/ Health Studies.
- Registration with a relevant professional body.
- Code B/ EB driver's license.
- 5 years relevant experience.

### **Key Performance Areas**

- Plans and manage the key performance areas and result indicators for the division (Waste Management, Amenities, Parks, Pounds and Cemeteries).
- Identifies with the immediate, short and long term objectives/ plans in respect of maintaining synergy between the outputs of the Division and associated organizational functions.
- Implementing Human Resources Policies and procedures to control/ regulate workplace conflict and instituting corrective measures and consultation processes to address deviations from standards.
- Prepare capital and operating estimates and controls expenditure against the approved budget allocations.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure.
- Managing and creating access to Parks and recreational facilities to all residents; oversees maintenance and use of the Municipality's open spaces for Waste Management.
- Working with Ward Councilors and local stakeholders to address specific needs and to attend to any problems around these facilities.

- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery.

**Only a comprehensive Application letter, Curriculum Vitae and IHLM application form must be submitted.** Additional certified copies of qualifications and Identity Documents shall be requested from shortlisted candidates.

Applications must be addressed to:

The Acting Municipal Manager, Ingquza Hill Local Municipality, P.O. Box 14, Flagstaff, 4810.  
Hand delivered applications can be sent to No: 135 Main Street, Flagstaff or No. 66 Main Street, Lusikisiki, clearly marked "Application for Employment".

**Faxed, emailed or late applications will NOT be accepted and will not be responded to.**

**Closing date for all applications 23 September 2022, FRIDAY @ 14h00.**

**NB.** Qualifications checks and practical driving tests where applicable will be done to selected candidates.

**If you have not heard from us within 60 days after the closing date, you may regard your application as unsuccessful.**

It is the intention of Ingquza Hill Local Municipality, as an **Affirmative Action Employer**, to promote the interests of previously **disadvantaged groups** when filling the above positions, in line with the municipality's Employment Equity Plan.

Ingquza Hill Local Municipality reserves the right not to fill the advertised post at the sole discretion of Council.

For further enquiries: Please contact the Acting Manager: Human Resources - Mr. P. Mkhize at 039 253 1096 (ext) 2001 or email to [pmkhize@ihlm.gov.za](mailto:pmkhize@ihlm.gov.za)/[umbangatha@ihlm.gov.za](mailto:umbangatha@ihlm.gov.za).



**ACTING MUNICIPAL MANAGER  
M. PINYANA**