

RUSTENBURG LOCAL MUNICIPALITY



EXTERNAL ADVERTISEMENT

“A World Class City where all communities enjoy the high quality of life”.

The Rustenburg Local Municipality seeks to fill the following vacancies. **Disabled applicants, who meet the stated requirements of the position, are encouraged to apply.**

1. DIRECTORATE: ROADS & TRANSPORT – (RE-ADVERT)

DIRECTOR: ROADS AND TRANSPORT (REF: DRT 01)

Total remuneration package will be in terms of Government Gazette No. 47538, dated 18 November 2022 (i.e., Minimum R 1 374 513 Midpoint R1 620 698 and Maximum R 1 904 319 / annum) the incumbent will be reporting to the Municipal Manager.

TERM OF APPOINTMENT: PERMANENT

(Appointed candidate to re-structure their salaries)

Workstation: Rustenburg Local Municipality

Requirements:

- A Bachelor's degree in Transport Economics/ Transport Management, / equivalent.
- 5-10 years applicable experience, of which 5 years must be at middle management level.

Added advantage:

- 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.
- Registration with relevant professional body.
- Computer literacy.

- Valid driver's licence.

Knowledge and Skills

- Advanced knowledge and understanding of relevant policies and Legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegated powers
- Budget and finance management
- Ability to be an innovative and strategic leader
- Strategic leadership and Management, Governance, Ethics and values in Financial Management, stakeholders Relations and Supply Chain Management.

Duties and Responsibilities

- Manage and Direct the Roads and Transport Directorate.
- Establish an effective structure and processes of the Directorate.
- Ensure compliance with all statutory requirements.
- Compile reports on the functioning of the Directorate.
- Implement effective capacity building programmes to enhance the professional and technical capacity of the Directorate.
- Good knowledge of supply management regulations and preferential procurement policy framework act.
- Strategic leadership and Management, Governance, Ethics and values in Financial Management, stakeholders Relations and Supply Chain Management.
- Ensure effective planning and execution of Roads and Transport related projects whilst maximising on job creation opportunities.
- Willingness to work long hours and under pressure.

2. DIRECTORATE: CORPORATE SUPPORT SERVICES (RE-ADVERT)

DIRECTOR: CORPORATE SUPPORT SERVICES (REF: DCSS -02)

Salary:

Total remuneration package will be in terms of Government Gazette No. 47538, dated 18 November 2022 (i.e., Minimum R 1 374 513 Midpoint R1 620 698 and Maximum R 1 904 319 / annum) the incumbent will be reporting to the Municipal Manager.

TERM OF APPOINTMENT: PERMANENT

(Appointed candidate to re-structure their salaries)

Workstation: Rustenburg Local Municipality

Requirements:

- Bachelors Degree in Public Administration / Management Sciences/ Law, / equivalent.
- 5 - 10 years applicable experience, of which 5 years must be at middle management level.
- Proven successful management experience in administration.
- Understanding of the Municipal Systems Act, Municipal Structures Act, Municipal Finance Management Act etc.

Added advantage:

- 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.
- Computer literacy
- Valid driving licence.

Knowledge & Skills:

- Good knowledge and understanding of relevant policies and legislation governing Local Government.
- Good knowledge and understanding of institutional governance systems and performance management.
- Good knowledge of Information Communication Technology and Council Support.
- Good knowledge of supply chain 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.

Duties:

- Required to lead and direct the Directorate: Corporate Support Services, which is responsible for Human Resources Management, Administrative Support, Occupational Health and Safety and Information Technology functions.
- Ensure the provision of Optimum Human Resource Management and Development.
- Ensure the provision of effective and efficient Information Technology Management Services.
- Ensure the provisioning of general Administrative Services.

- Ensure the compliance of the Occupational Health and Safety, and Compensation of Occupational Injuries and Diseases Act.
- Provision of Organisational Design and Development Services.

3. DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES (RE-ADVERT)

DIRECTOR: TECHNICAL AND INFRASTRUCTURE SERVICES (REF: DTIS -03)

Total remuneration package will be in terms of Government Gazette No. 47538, dated 18 November 2022 (i.e., Minimum R 1 374 513 Midpoint R1 620 698 and Maximum R 1 904 319 / annum) the incumbent will be reporting to the Municipal Manager.

TERM OF APPOINTMENT: PERMANENT

(Appointed candidate to re-structure their salaries)

Workstation: Rustenburg Local Municipality

Requirements:

- A Bachelor of Science Degree in Engineering or BTech: Engineering, or equivalent.
- 5-10 years applicable experience, of which 5 years must be at Middle management level,

Added advantage:

- Certificate of competency as required in terms of the General Machinery Regulation of 1988 or Registration with a recognised engineering professional body.
- 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.
- Computer literacy
- Valid driving licence.

Knowledge and Skills

- Advanced knowledge and understanding of relevant policies and Legislation.
- Good understanding of institutional governance systems and performance management.
- Good understanding of Council operations and delegated powers.
- Good knowledge of Supply Management Regulations and Preferential Procurement Policy Framework Act.
- Must have extensive knowledge of public office environment.

- Must be able to formulate engineering master planning, project management and implementation.
- Strategic leadership and Management, Governance, Ethics and values in Financial Management, Stakeholders Relations

Duties and Responsibilities

- Manage, Lead and Direct the Directorate: Technical and Infrastructure Services which is responsible for the provision of Water Services, Sanitation Services, Mechanical Engineering Services and Electrical Engineering Services.
- Ensure that water loss is managed.
- Planning and implementation of water and sanitation services to the communities of Rustenburg.
- Develop and submit business plans to funding agencies.
- Ensure the effective and efficient operation of both Mechanical Workshop and Electrical Services.
- Regular update of the monitoring and evaluation data-based system.
- Develop and Monitor the budget and expenditure on the Directorate.
- Data analysis, routine data quality management and create data reporting tools.

4. DIRECTOR: LOCAL ECONOMIC DEVELOPMENT (RE-ADVERT)

DIRECTOR: LOCAL ECONOMIC DEVELOPMENT (REF: DLED – 04)

Total remuneration package will be in terms of Government Gazette No. 47538, dated 18 November 2022 (i.e., Minimum R 1 374 513 Midpoint R1 620 698 and Maximum R 1 904 319 / annum) the incumbent will be reporting to the Municipal Manager.

TERM OF APPOINTMENT: PERMANENT

(Appointed candidate to restructure their salaries)

Workstation: Rustenburg Local Municipality

Requirements:

- Applicable bachelor's degree in Business development / Marketing or Economics, or equivalent.
- 5-10 years applicable experience, of which 5 years must be at middle management level,
- Registration with a relevant professional body will be an added advantage.

Added advantage:

- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of

2007 or should be attainable within eighteen (18) months from date of appointment.

- Computer literacy
- Valid driving licence.

Knowledge & Skills:

- Good knowledge and understanding of relevant policies legislation.
- Good understanding of institutional governance systems and performance management.
- Good understanding of Council operations and delegated powers.
- Good governance.
- Ability to prove strategic, visionary, and innovative leadership.
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

Duties and responsibilities

- The incumbent will be expected to lead and direct the Directorate: Local Economic Development, which is responsible for the development of the local economy, SMME Development and Diversification of the Rustenburg Economy in line with the Integrated Development Plan.

5.DIRECTOR: PLANNING AND HUMAN SETTLEMENT (RE-ADVERT)

DIRECTOR: PLANNING & HUMAN SETTLEMENT (REF: DPHS – 05)

Total remuneration package will be in terms of Government Gazette No. 47538, dated 18 November 2022 (i.e., Minimum R 1 374 513 Midpoint R1 620 698 and Maximum R 1 904 319 / annum) the incumbent will be reporting to the Municipal Manager.

TERM OF APPOINTMENT: PERMANENT

(Appointed candidate to re-structure their salaries)

Workstation: Rustenburg Local Municipality

Requirements:

- Bachelor of Science degree in Building Sciences/ Architect / Bachelor degree in Town and Regional Planning or Development Studies, / equivalent.
- 5-10 years applicable experience, of which 5 years must be at middle management level.
- Have proven successful Profession Development / Town and Regional planning experience.
- Project Management certificate or diploma.

- Registration as a Professional Planner in accordance with the Planning Professional Act, 2002, (Act 36 of 2002) will be an added advantage.

Added advantage:

- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007, or should be attainable within eighteen (18) months from date of appointment.
- Computer literacy
- Valid driving licence.

Knowledge & Skills:

- Good knowledge and understanding of relevant policies and Legislation.
- Good understanding of institutional governance systems and performance management.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 2000 (Act No5 of 2000).
- Knowledge of Geographical Information System.
- Knowledge of spatial, town and development planning.
- Good understanding of Council operations and delegated powers.
- Budget and finance management.
- Ability to be an innovative and strategic leader.
- Strategic leadership and Management, Governance, Ethics and values in Financial Management, stakeholders Relations and Supply Chain Management.

Duties:

- The incumbent will be responsible for the planning, organising coordination and control of all activities of the Planning developments, estate administration, building control, Housing and in order to achieve strategic objectives to ensure optimum service delivery.
- The budgeting and expenditure control of all projects within the directorate.
- Establishing and managing contractual and other relationships with Government departments, service providers, organized business and other stakeholders bodies through Integrated Development Planning.
- Ensure sustainable land use management.
- Preparing procedural, financial and performance reports referring to statistical data and qualitative information related to the planning and economic development service delivery initiatives for the attention of the Municipal Manager for consideration and inclusion into Council and sub-Committee reports.

6. DIRECTORATE: COMMUNITY DEVELOPMENT (RE-ADVERT)

DIRECTOR: DIRECTOR COMMUNITY DEVELOPMENT (REF: DCD – 06)

Total remuneration package will be in terms of Government Gazette No. 47538, dated 18 November 2022 (i.e., Minimum R 1 374 513 Midpoint R1 620 698 and Maximum R 1 904 319 / annum) the incumbent will be reporting to the Municipal Manager.

TERM OF APPOINTMENT: PERMANENT

(Appointed candidate to re-structure their salaries)

Workstation: Rustenburg Local Municipality

Requirements:

- Bachelors Degree in Social Science / Public Administration/ Law, / equivalent.
- 5-10 years applicable experience, of which 5 years must be at middle management level.

Added advantage:

- Registration with a recognised relevant professional body.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 or should be attainable within eighteen (18) months from date of appointment.
- Computer literacy
- Valid driving licence.

Duties

- Required to lead and direct the Directorate: Community Development, which is responsible for the provision and management of Community Facilities, Civil Facilities, Waste Management and Library and Information Services plus Integrated Environmental Management.
- Manage and control the Capital and Operational Budget of the directorate.
- Evaluate the directorate's performance against the approved budget.

Knowledge & Skills

- Good knowledge and understanding of relevant policies and legislation.
- Good understanding of Council operations and delegated powers.
- Good knowledge and understanding of institutional governance systems and performance management.

7. DIRECTORATE: BUDGET & TREASURY (RE-ADVERT)

CHIEF FINANCIAL OFFICER (REF: BTO – 07)

Total remuneration package will be in terms of Government Gazette No. 47538, dated 18 November 2022 (i.e., Minimum R 1 374 513 Midpoint R1 620 698 and Maximum R 1 904 319 / annum) the incumbent will be reporting to the Municipal Manager.

TERM OF APPOINTMENT: PERMANENT

(Appointed candidate to re-structure their salaries)

Workstation: Rustenburg Local Municipality

REQUIREMENTS

- At least a Post Graduate Degree or relevant qualification registered on the National Qualifications Framework at NQF Level 8 with a minimum of 120 credits in a field Accounting, Finance or Economics or Chartered Accountant (SA).
- Minimum 7 years at Senior management, of which 2 years must be at senior management level,

Added advantage:

- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007, or should be attainable within eighteen (18) months from date of appointment.
- Computer literacy
- Valid driving licence.

KNOWLEDGE & SKILLS

- Good knowledge and understanding of relevant policies and legislation.
- Good understanding of institutional governance systems and performance management.
- Good understanding of Council operations and delegated powers.
- Good governance.
- Audit and Risk Management establishment and functionality.
- Budget and finance management.
- Good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No:5 of 2000).
- Ability to prove strategic, visionary and innovative leadership.
- An in-depth practical knowledge and understanding of the MFMA, GRAP, GAMAP, DORA, Treasury regulations, Municipal policies and By-laws as well as other laws and regulating governing the municipality.

- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

KEY PERFORMANCE AREAS:

- Provides strategic financial management direction, advice, and leadership to the Budget and Treasury Directorate and the Local Municipality.
- Ensure the provision of an effective financial management service by implementing and maintaining an effective Financial Management Service inclusive of policies, procedures, standards, practices, anti-corruption measures and an effective accounting service within the Municipality.
- Provides strategic direction to the financial planning and budgeting process within the Municipality and ensure that the strategic plan is consistent with the MTREF, MFMA and Treasury Regulations.
- Ensure effective revenue collection systems that are consistent with the Municipal Systems Act and an effective system of expenditure management.
- Supports the Accounting Officer and other Senior Managers in the execution of their functions.
- Oversee and lead the budgeting process in compliance with National Treasury guidelines and to monitor the utilisation of budgets within the organisation.

8. DIRECTOR: PUBLIC SAFETY

DIRECTOR: PUBLIC SAFETY (REF: DPS – 08)

Total remuneration package will be in terms of Government Gazette No. 47538, dated 18 November 2022 (i.e., Minimum R 1 374 513 Midpoint R1 620 698 and Maximum R 1 904 319 / annum) the incumbent will be reporting to the Municipal Manager.

TERM OF APPOINTMENT: PERMANENT

(Appointed candidate to restructure their salaries)

Workstation: Rustenburg Local Municipality

Requirements:

- A relevant bachelor's degree or equivalent.
- 5-10 years applicable experience, of which 5 years must be at middle management level.

Added advantage:

- Registration with a relevant professional body.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of

2007 or should be attainable within eighteen (18) months from date of appointment.

- Computer literacy
- Valid driving licence.

Knowledge & Skills:

- Good knowledge and understanding of relevant policies legislation.
- Good understanding of institutional governance systems and performance management.
- Good understanding of Council operations and delegated powers.
- Ability to prove strategic, visionary, and innovative leadership.
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

Duties and responsibilities

- Required to lead and direct the Directorate: Public Safety, which is responsible for Traffic management services, Security, Emergency & Disaster Management and Testing & Licensing.

9. OFFICE OF THE MUNICIPAL MANAGER

MANAGER: OFFICE OF THE MUNICIPAL MANAGER

R 1 374 513 /a (An all-inclusive remuneration package)

The position will be linked to the term of office of the appointing Municipal Manager

Workstation: Rustenburg Local Municipality

Requirements:

- B-Degree in Public Management / Administration / Law or equivalent.
- 5-10 years applicable experience, of which 5 years must be at middle management level.

Added advantage:

- Registration with a relevant professional body.
- 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
- Computer literacy
- Valid driving licence.

Knowledge & Skills:

- Good knowledge and understanding of relevant policies legislation.
- Good understanding of institutional governance systems and performance management.
- Planning and organising skills, financial management skills, people management skills, interpersonal skills, communications skills, report writing computer literacy, problem solving skills, presentation skills, analytical skills and project management skills.
- Knowledge of planning procedures and regulations, a broad understanding of environment management and comprehensive understanding of Municipal processes as well as strategy planning and monitoring.
- Demonstrate good verbal and writing skills.

Duties

- Lead and manage the staff in the Office of the Municipal Manager
- Motivate and empower staff to deliver on Municipal Strategies and goals. Understand the financial and nonfinancial implications of plans and Municipal Strategies and goals, including national and provincial policy statements and changes. Communicate the Municipality's mission and vision to various stakeholders.
- Coordinate all the Directorates in day-to day operations of the Municipality.
- Ensure support from Office of the Municipal Manager in terms of service delivery targets.
- Ensure efficient and effective operation of the Office of the Municipal Manager.
- Ensure compliance with all statutory requirements including Council Resolutions.

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- No faxed or emailed applications will be accepted.
 - Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
 - It would be expected of candidates to be subjected to thorough evaluations; that and references will be contacted. The candidate will be required to disclose all financial interests.
 - Only hard copies will be accepted. No faxed applications will be accepted.
 - Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

- Applicants are respectfully informed that, if no notification of appointment/response is received within eight (8) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the Rustenburg Local Municipality, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.

You hereby consent to the following risk checks should your application be shortlisted:

- ✓ Credit Record,
 - ✓ CV validation,
 - ✓ Employment record verification,
 - ✓ Identity validation
 - ✓ Criminal check,
- All applications must be submitted with a detailed CV, Certified copies of qualifications, ID document and driver's licence, the names of three references from current and previous employers and a fully completed official application form, as **available from the municipal website** or the Human Resources Department, to be couriered to Directorate: Corporate Support Services, Unit: Human Resources, c/o Nelson Mandela & Beyers Naude Drive, Rustenburg 0299, P O Box 16, Rustenburg 0300. Applications can also be dropped off at Office Number 501, 5th Floor Municipal Main Building. Please mark envelope "VACANCY".
 - **All applications that were made in made in the previous advert must reapply.**
 - Administrative enquiries may be directed to Corporate Support Directorate, Mr Mahapela tel. 014-590 3989 /3200 /3018

CLOSING DATE: 26 FEBRUARY 2024

Notice number: 03/2024

FOR OFFICE USE:

Directorates

Budget and Treasury Office
Corporate Support Services
Road & Transport
Technical and Infrastructure Services
Planning & Human Settlement
Local Economic Development
Office of the Municipal Manager
Public Safety
Community Development

Reference no.: 4/4/2/2

Vote number : IE00757/F2496//X051/RO332/001/030

PLACING:

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