

**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
INTERNAL/EXTERNAL**

- Job notice number: **6/2022**
1. Job Title: **MANAGER EXPENDITURE**
- Department: **FINANCE**
- Number of positions available: 1
- Remuneration: **TG 16: R609 672 – R791 400 per annum (*benefits excl.*)**
- Post requirements: The successful candidate should have a Diploma (NQF Level 6) or higher in Accounting/Finance/Financial Management. Minimum of 5 years work related experience of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position. A certificate in Municipal Finance will be an added advantage. Must have a valid driver's license. 5 years' experience in finance at local government.
- Duties: To manage the accounting procedures within the section by attending to the verification, reporting, processing and reconciliation of expenditure accounts. Advising departments regarding possible savings. Analysing suspense accounts and verifying balances to auditors when Annual Financial Statements are being audited. Approving the journals for subordinates. Approving votes reconciliations drawn by subordinates. Assisting with the preparation of the financial statements in the prescribed format. Assisting with year-end procedures. Authorising entries to General Ledger after checking correctness of all reflected information. Investigating suspicious entries in the General Ledger and take corrective action if required, by submitting journal entries for data capturing. Responsible for the compilation of the expenditure budget. Obtain information on cash flow from relevant officials to compile monthly reports indicating expenditure, income and investment movements for the month in the required format. Responsible for the processing of all payroll and third-party payments. Developing and maintaining credible commitment register.
2. Job Title: **MANAGER SPECIAL PROGRAMMES**
- Department: **OFFICE OF THE MUNICIPAL MANAGER**
- Number of positions available: 1
- Remuneration: **TG 16: R609 672 – R791 400 per annum (*benefits excl.*)**
- Appointment requirements: The successful incumbent must have a Degree (NQF 7) or higher. Minimum of 5 years' work related experience of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position. with a minimum of 5 years' experience in a Municipal environment and special programs activities. Good communication and interpersonal skills. A certificate in Municipal Finance will be an added advantage. Must have a valid driver's license.
- Duties: To arrange special programs of the Council regarding the involvement

of the community and integration of special programs into the IDP. Make sure that the community is informed about the council's special programmes, example "gender issues", "old age programmes" and "disabilities". Develop implementation plans for special programmes. Interact with national and provincial agencies/ institutions/government and ensure compliance to policies and strategies that were developed by these institutions. Compile regular reports to the Council regarding new developments and implementation actions for special programmes and progress. Ensure that community development and participation is met. Attend to and address the public on issues and problems related to community facilitation and liaison. Interacting with Ward Councillors in their dealing with community and service delivery related problems. Attend Ward Committee meetings. Attending meetings of relevant community focused structures example housing steering committee in towns and villages, meetings on land issues affecting the town with local tribal authorities. Co-ordinate youth entrepreneurship/business development, special projects (HIV/AIDS, gender, community projects and governance, crime). To ensure continuous interaction between Council and the community. Should utilise a coordinated approach to the municipality's involvement in community development programmes. To implement the special programmes policies and to ensure the proper execution of the aims and objectives of the relevant legislative prescripts. To ensure that proper reporting procedures are executed.

3. Job Title:

MANAGER HEALTH AND SOCIAL SERVICES

Department:

COMMUNITY SERVICES

Number of positions available:

1

Remuneration:

TG 16: R 609 672 – R791 400 per annum (*benefits excl.*)

Post requirements:

The successful candidate should have a Bachelors degree (NQF Level 7) as recognised by SAQA. Postgraduate or Master Degree will be an added advantage. Must be registered with a Professional Health Council and have an active and valid professional registration. Must have a valid Driver's License. Minimum of 5 years work related experience of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position. Program and Project Management skills. Communication (written & verbal). Computer literate. The personal attributes required are good interpersonal relationships, ability to work under pressure, creative and innovative, Ability to work in a team & independently, adaptability, cost-conscious with honesty and integrity.

Duties:

Management of Municipal Health Services, Social Development and Intersectoral Units and Libraries. Must have knowledge and understanding of the Health & Social Development Sector as well as programs including Social Policy. Must have knowledge of COVID19 regulations and related policies. Must be detail-oriented to put the complex puzzle pieces of community efforts together. Must possess critical thinking and strategy skills to fix any service-related problems professionally. Must be strong on data collection and analysis regarding local community and identify gaps where social services and development are needed. Knowledge & Understanding of the application of the Batho Pele Principles.

4. Job Title: **MANAGER HR & ORGANISATIONAL DEVELOPMENT**

Department: **CORPORATE SERVICES**

Number of positions available: 1

Remuneration: **TG 16:** R609 672 – R791 400 per annum (*benefits excl.*)

Post requirements: The successful candidate should have a Degree (NQF Level 7) or higher in Human Resource Management. Must have excellent communication, management, problem solving, computer, presentation, budget, public relations, reporting and interpersonal skills. Valid driver's license. Minimum of 5 years work related experience of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position. Emotionally stable. Should be able to withstand stress.

Duties: To manage the Human Resources team in the municipality. Responsible for the implementation of strategic human resources through the design, development and alignment of policies, procedures systems and controls guiding critical human resource interventions. Providing strategic advice with respect to Human Resources development aimed at supporting the accomplishment of the municipality's KPA's and service delivery objectives. Evaluating current practices against market trends and statutory legislation. Mapping of current and future Human Resources requirements taking into consideration operational needs, skills scarcity and retention. Advising and informing the organisation on non-compliance with respect to Employment Equity, Employee Wellness, OHS, Skills Development, Performance Management, Recruitment, Selection and Placement.

5. Job Title: **MANAGER ADMINISTRATION AND POLITICAL SUPPORT**

Department: **CORPORATE SERVICES**

Number of positions available: 1

Remuneration: **TG 16:** R609 672 – R791 400 per annum (*benefits excl.*)

Post requirements: The successful candidate should have a Diploma or Degree in Public Management, Public Administration or Law. Secretariat qualification will be an added advantage. Minimum of 5 years work related experience of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position. Should be in possession of a valid driver's license.

Duties: To manage the council and political support team within the Municipality. To ensure that Council and Council Committees are functional and efficient. Ensure process flow of documents within the Municipality. To offer secretariat services to Council and Council Committees. To follow-up on resolutions of Council and Committees. Ensure Municipality comply with applicable laws and prescripts of the law. Ensure that documents of Municipality are recorded and archived

accordingly. Ensure that Municipality serve its citizens through its customer care services and through other public participation methods. Management of the Council Resolution Aftercare.

6. Job Title: **MANAGER LOCAL ECONOMIC DEVELOPMENT**

Department: **LED & PLANNING**

Number of positions available: 1

Remuneration: **TG 16:** R609 672 – R791 400 per annum (*benefits excl.*)

Post requirements: The successful candidate should have a Degree (NQF Level 7) or higher in Economics or Development Studies. Minimum of 5 years work related experience of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position. Should be in possession of a valid driver's license.

Duties: Implementing the Tourism Strategy and Sector Plans. Manages and drives Local Economic Development by positioning the Lesedi municipality as a preferred tourism destination. Formulating and aligning Local Economic Development, By-law Enforcement, Mining, Agriculture, SMME and Tourism Plans. Ensuring that all plans comply with legislative changes. Embracing the strategic focus of the consolidated District Plan that addresses socio-economic development. Ensure the effective utilisation of all resources under the Planning and Development's control within the restraints of the budget. Interacting with the District Municipality on the scope of specific tourism projects in the local area and preparing submissions to specific portfolio committees for perusal and discussions. Coordinating and scrutinizing feasibility studies and commenting on the processes with respect to the budget. Co-ordinating the implementation of approved projects and programs. Job creation through Integrated Local Economic Development, Small, Medium and Micro Enterprise Development, Youth Co- operatives, Sport and Recreation.

7. Job Title: **LEGAL ADVISOR**

Department: **CORPORATE SERVICES**

Number of Positions Available: 1

Remuneration: **TG 15:** R541 500 – R702 864 per annum (*benefits exc/*)

Appointments requirements: The successful incumbent must have Matric and a LLB degree. Must have extensive experience in local government legislation, constitutional and human rights law, contract law, labour law, property law and civil law. Must have experience in dealing with Local government Bargaining Council and CCMA on cases. Must have a valid driver's licence with a minimum of 3 years working experience. Excellent communication and interpersonal skills. Understanding of Local Government and legislation. Must have high level of accuracy, analytical, dispute resolution and problem solving skills. Must have extensive experience in contract management; be able to conduct disciplinary hearings.

Duties: To ensure that informed decisions are taken, based on correct and updated legal document sources. To ensure legal and administrative compliance. To assist the section's obligations regarding the rendering of administrative services/legal support services. To ensure the updating and safekeeping of proper legal information services. To assist in the correct handling of tender processes and procedures. To ensure that proper reporting is executed. To ensure that the post's responsibilities regarding interaction and liaison are efficiently executed. Ensure that legal matters are effectively handled internally, and litigation should be the last resort.

8. Job Title: **PROJECT MANAGER**

Department: **INFRASTRUCTURE SERVICES**

Number of positions available: 1

Remuneration: **TG 15: R541 500 - R702 864 (benefits excl.)**

Post requirements: The successful candidate should have a BTech or higher in Civil Engineering. Valid driver's license is essential. Minimum of 5 years work related experience, of which at least 2 years must be at middle management level and at least 3 years at any level in a role related to the position. Relevant experience with communities, contract management, consultants, government and other related stakeholders in roads, storm water, bridges, housing constructions, infrastructure development and other related projects. Experience in Local Government, Construction Industry and Government Departments is a must. Conflict management and facilitation skill. Experience in labour based civil works will be an added advantage. Must be registered with a professional body.

Duties: To assist the municipality in optimising the implementation of Municipal Infra-structure Grant funding (MIG). To control and monitor the implementation of MIG projects and other related projects in the Municipal area by analysing the developmental capacity and capability of the department to accomplish immediate, short and longer-term service delivery objectives. The incumbent has the sole responsibility to manage MIG projects and to communicate its planning and progress to the community and the Council. Management of project quality and ensure compliance with the standard specifications. Prepares capital and operating estimates and controls expenditure against the approved budget allocations. Provides technical recommendations for consultants. Prepare and amend tender documents. Participating in the appointment process and briefing parties (consultants/contractors, etc) on the terms and scope of the project. Monitor the performance of contractors against the agreed terms and conditions of the SLA. Attending National, Provincial/District MIG project progress meetings.

9. Job Title: **DIVISIONAL OFFICER FIRE OPERATIONS**

Department: **COMMUNITY SERVICES**

Number of Positions Available: 1

Remuneration: **TG 13:** R417 132 – R541 500 per annum (benefits excluded)

Appointment requirements: Grade 12, National Diploma in Fire Technology or equivalent, Fighter 1 & 2, Hazmat Awareness & Hazmat Operational. Code C driver's license with valid PrDP and a minimum of 2 years' experience as a station officer. To manage, control and administer the fire prevention within Lesedi Local Municipality. Must have integrity, be stress tolerant, persistent, initiative and adaptable/flexible work styles.

Duties: To prepare and consolidate reports and documentation to be submitted to Chief Fire & Disaster. Assessment of building plans. Manage permits for Flammable Liquids and Substances registration. Conducting inspections of structures, facilities, equipment and vehicles. Participation in the incident management system. Perform standby duties after hours in the line with council policies. Manage the maintenance of all operational resources within the department. Conduct functional meetings with immediate subordinates. Responding to reported calls of disaster related incidents and reporting on the severity of the disaster. Organising and arranging campaigns and programmes to provide the community with information and advice on disaster prevention and recovery techniques. See to the promotion and development of community awareness on the services rendered by the municipality.

10. Job Title: **VIP PROTECTOR**

Department: **COMMUNITY SERVICES**

Number of Positions Available: 1

Remuneration: **TG 12:** R 370 536 - R 480 972 per annum (*benefits excl*)

Appointment requirements: The successful incumbent must have the relevant Security Diploma/Certificate together with a valid driver's license. Should have at least 2 years' working experience in VIP Protection. Must be willing to attend courses on body-guarding. Must have a valid Firearm Competency certificate. Must be physically fit. Good communication and conflict handling skills. Be able to make decisions. Have initiative and be able to work as part of a team. Have good observation skills. Must maintain client confidentiality. Remain calm under pressure. Have good interpersonal skills. Have good planning skills.

Duties: To provide a bodyguard service to the Executive Mayor and to ensure that all services are done timeously and correctly. Transports the Executive Mayor as required for his duties. Must ensure adequate bodyguard functions. Must attend meetings and appointments to enhance the output of the office of the Executive Mayor.

11. Job Title: **FIRE FIGHTER**

Department: **COMMUNITY SERVICES**

Number of Positions Available: 2

Remuneration: **TG 9:** R236 148 – R306 504 per annum (*benefits excl.*)

Appointment requirements: Grade 12, Fire Fighter 1 & 2, Hazmat Awareness & Hazmat Operational. C1 or EC1 Driver's license with PrDP and a minimum of 1-2 years' experience, First-Aid level 3 and registered with the HPCSA. The incumbent must be physically fit and able bodied. Must have integrity, be stress tolerant, persistent, take initiative and have an adaptable/flexible working style. Required to work overtime during specific unplanned emergencies or disasters.

Duties: To ensure the section is prepared and positioned to provide an acceptable standard of municipal fire prevention services. To ensure support is made available during emergencies to enable control of the disaster situation to minimise any risk of damage to property and the loss of lives. To ensure laid down administrative procedures associated with functionality are complied with and specific deadlines adhered to. To ensure that equipment is ready and available for use.

12.Job Title: **EXECUTIVE SECRETARY**

Department: **LOCAL ECONOMIC DEVELOPMENT AND PLANNING**

Number of Positions available: 1

Remuneration: **TG 8:** R209 712 - R 272 256 per annum (*benefits excl.*)

Post requirements: Matric with a Secretarial Diploma. Must have insight in Local Government administration. Must be computer literate. Valid driver's license will be advantageous. The successful incumbent must be well organised with atleast two years secretarial experience. Must have integrity, be stress tolerant, persistent, take initiative and have an adaptable and flexible work style.

Duties: Provides secretarial support to the Executive Manager. Provide clerical support to the department. Planning and organising the workflow from the Executive Managers' office. Scheduling, confirming and updating the diary of the executive. Assist the executive with copy typing, circulation, safekeeping, and retrieval of documents. Communicating with visitors and officials. Highlighting daily, weekly, monthly and quarterly deadlines. Responsible for publishing tenders, notices and advertisements and placing adverts on the notice board. Typing of agendas, minutes, correspondence, reports and memoranda for the office and distributing final drafts for signature. Taking and typing minutes. Preparing minutes of meetings and undertaking following-up on decisions made when necessary. Handling the entire department's incoming post and the distribution thereof to the different personnel. Compiling monthly reports to ensure the capturing of important and relevant information, collecting the necessary information from the department to submit to Council.

KINDLY NOTE

Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional background checks including security checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Lesedi Local Municipality is committed to the achievement and maintenance of diversity and

employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. If you do not hear from us within 90 days after the closing date, kindly accept that your application was unsuccessful. Due to the large volumes of application, we anticipate receiving, communication will be limited to shortlisted candidates only. Applications in sealed envelopes must be placed in the advertisement box located on the ground floor at the Corner HF Verwoerd and Louw Street, Heidelberg during office hours only.

All enquiries relating to job content can be directed to **Mr. Teboho Tsoku @ Tel 016 492 – 0099 tebohot@lesedi.gov.za** during office hours.

Applications to be posted to:

P.O Box 201
Heidelberg
1438

Closing date:3 March 2022

