

VACANCY
DATE: 30 SEPTEMBER - 21 OCTOBER 2022

MATATIELE LOCAL MUNICIPALITY

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability.

Suitably qualified persons are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the Municipality. Candidates whose appointment will enhance representativity of employees from the designated groups are encouraged to apply.



PLEASE BEWARE OF THE SCAM WHERE INDIVIDUALS ARE REQUESTING MONEY IN EXCHANGE OF EMPLOYMENT WITHIN THE MUNICIPALITY AND PLEASE DO NOT MAKE ANY FORM OF PAYMENT IN RESPECT OF EMPLOYMENT OFFER.

DEPARTMENT: INFRASTRUCTURE PLANNING AND DEVELOPMENT GENERAL MANAGER: INFRASTRUCTURE PLANNING AND DEVELOPMENT	
POSITION	
ADVERTISEMENT PLATFORMS	National, Provincial, Local Newspapers and Municipal Website
PLACE	102 Main Street Matatiele, Eastern Cape
CONTRACT	5 years fixed term contract
ALL INCLUSIVE PACKAGE	Total Remuneration package will be in terms of Government Gazette No 43122 dated 20 March 2020 between R894, 447. 00 (minimum), R1, 022.226 (Mid-point) and R1, 133.463.00 (Max-Point)
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Matriculation or equivalent certificate • Bachelor of Science Degree in Engineering Studies / B.Tech in Engineering Studies or Equivalent Qualification • Compliance with the minimum competency levels as prescribed by the Government Gazette no 29967 of 15 June 2007 • Planning and organizing skills • A minimum of a five years' experience at a middle management level, or as programme/ project manager, and 3-4 years' must be at professional / management level engineering management experience. • Extensive experience in financial management policy development and management, Strategic planning and implementation, programmes management, monitoring, evaluation and reporting on service delivery. • Good communication skills. • A valid Code B Driving Licence. • Certificate of competency as required in terms of the General Machinery Regulations, 1988; or Registration with a recognized relevant engineering professional body will be added advantage. • Willingness and ability to work over and above call of work and under pressure.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge and understanding of institutional governance systems and performance management. • Good knowledge and understanding of relevant policy and legislations. • Good knowledge of supply chain management regulations and the preferential procurement policy framework Act, 200) Act No. 5 of 2000) • Good Governance • Audit and Risk Management establishment and functionality • Budget and Financial Management. • Must have extensive knowledge of the public office environment; and must be able to formulate engineering master planning, project management and implementation.
OTHER REQUIREMENTS	The successful candidate will be required to: (a) Sign an employment contract, a performance agreement and to disclose any financial interests. (b) Undergo security vetting. (c) Undergo competency assessments.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Authorise, monitor and control infrastructure implementation. • Develop and improve infrastructure management procedures and systems. • Ensure compliance with the requirements of all relevant applicable legislation and other related prescripts. • Accountable for maintenance

	and efficiency of operation of adequate, electricity, roads, storm water drainage and kerbing. • Manage the compilation and submission of monthly, quarterly, mid-term and annual directorate reports in line with the legislation requirements for council and other organs of the state and ensure that they support municipal programme. • Oversee the enforcement of planning and building regulations to ensure compliance. • Oversee and manage council property accordance with policy and laid down procedures. • Manage complex civil structures projects from conceptualization, design contract management, quality assurance and compliance and ensure their proper integration to the municipality's overall plan (IDP). • Perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the department within the budgetary constraints of the Municipality. • Provide professionally advisory to the municipality on project conceptualization, design project management and implementation. • Oversee the management of all equipment and capital resources to ensure accountability by the department. • Manage all department's contract and tenders according to the approval SLA's terms of reference, letter of appointment and contracted project time lines and as per project brief. • Responsible to ensure proper infrastructure development and planning, project management and administration. • Ensure diligent execution of municipal functions and management of the department in accordance with applicable legislation.
KEY COMPETENCIES	Must have the following competencies as prescribed in the National Treasury Minimum Competency Framework for Senior Managers: • Demonstrate knowledge to develop, implement and manage the relevant strategic plans, including but not limited to the engineering master plan, environmental plan, infrastructure related plans. • Ability to manage the municipality's Infrastructure Department's overall strategic direction.

CLOSING DATE : 21 CTOBER 2022 @ 16H00

ENQUIRIES: Mrs. E. Moeti, Manager: Human Resources Management & Development either by email @ EMoeti@matatiele.gov.za or telephone @ (039) 737 8134.

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 27 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code Driving Licence (where applicable) to:

FOR ATTENTION: THE GENERAL MANAGER: CORPORATE SERVICES

The General Manager: Corporate Services
Matatiele Local Municipality
P.O. Box 35
Matatiele
4730

OR

The General Manager: Corporate Services
Matatiele Local Municipality
102 Main Street
Matatiele
4730

NB: Failure to submit documents listed above will result in disqualification.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service. Canvassing for this position will lead to disqualification of applications. Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof or found to have been involved in this practice, will be disqualified with immediate effect. The Matatiele Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.

MS. T.S. NTSALLA
ACTING MUNICIPAL MANAGER

Notice No : 2022/2023-116

We urge all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management and Development Unit.

Where Nature, Agriculture, Tourism are Investments of Choice.

Electrical Services: 079 522 9770 Prepaid Sales: 079 523 322 Finance Office: 039 737 3565 Disaster and Fire: 039-2560610/079 523 2223

Police(SAPS): 039-7379904/9905 Water: 082 520 1476 Ambulance: 10177 Traffic: 079 522 9774

