

**PIXLEY KA SEME
DISTRICT MUNICIPALITY**

ADVERTISEMENT

VACANCIES

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

LOCAL ECONOMIC DEVELOPMENT MANAGER

REQUIREMENTS:

- A B Degree in Economics or equivalent qualification (NQF 7) from a recognised tertiary institution with a minimum of 3 years proven management exposure in the local government environment
- Qualified to assist the Municipality and Management in conceptualisation and contextualising of applicable legislation, by-laws and policies and procedures of the Municipalities in the relevant fields.
- The capability to dissect and analyse economic data.
- The capability to identify economic advantages and threats in the economic outlook of the district
- A valid driver's license

RESPONSIBILITIES:

- Ensure the effective and efficient functioning of the Municipality at an operational level
- Ensure organisational and transformative practice in the LED Division
- Assistance with compilation and implementation of policies of the Municipality
- Maintain effective and efficient administration in the LED Division
- Exercise of any other function allocated by the Municipal Council or the Municipal Manager and Senior Manager Development
- Providing timely and material accurate, relevant, complete and suitably presented, interpretive and professional advice
- Advise the Council and Management of the municipality on the interpretation of legislation, policies and procedures regarding the functional fields of Local Economic Development
- Manage and coordinate tourism activities in the district
- Direct interface with national, provincial and local government on LED issues
- Draft and revise LED plan and the implementation plan

REMUNERATION: T15 (R 35 158 – R 45 638) per month plus fringe benefits

HOUSING MANAGER

REQUIREMENTS:

- Diploma in Public Administration or Gr 12 with 10 Years' experience at Senior Management Level
- A minimum of 4 years managerial experience in local government
- Sound knowledge of the National Building Regulations and Bylaws
- Computer literacy in Ms Software packages namely Word, Excel, PowerPoint
- Excellent communication and report writing skills
- A valid code B drivers license

RESPONSIBILITIES

- Manage, control and provide appropriate business support to ensure that housing programmes systems, practises, methods, policies and procedures are implemented, maintained and continuously improved.
- Operational management of the Housing Unit to ensure the smooth running of the daily activities.
- Budgeting and monitoring of the finances to ensure costs are controlled and wastage is eliminated
- Maintain and contribute towards team spirit to ensure effective communication and work relations are established and maintained.
- Manage and provide for Health and Safety within the Housing Unit to ensure mental, community and quality responsibilities during housing projects.
- Comply with and support the Integrated Housing Plan to ensure the smooth running of the plan.

REMUNERATION: T15 (R 35 158 – R 45 638) per month plus fringe benefits

SPECIAL PROGRAMMES CO-ORDINATOR

REQUIREMENTS

- Relevant tertiary qualification in Social Developmental studies (NQF Level 5) or Grade 12 certificate
- Relevant social development experience (5 years).
- Communication and organizing abilities
- Computer literacy in MS Software packages viz Word, Excel and Project
- A valid code B driver's licence
- Willingness and availability to travel in the region

RESPONSIBILITIES

- Co-ordinates procedural requirements pertaining to specific functional activities and development initiatives to ensure key functional requirements related to service delivery and development are planned, aligned and programmed to support the accomplishment of laid down objectives.
- Promotes participation and awareness of social upliftment initiatives and developmental programmes in Communities to ensure awareness and participation is encouraged to enable alignment of plans and programmes to support social upliftment and development objectives.
- Disseminates information on the immediate and shorter term objectives and, current developments, problems and constraints to ensure information or opinions on relevant matters is made available and/or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.
- Executes actions and attends to requirements associated with social and economic upliftment programme delivery to ensure Events and Programmes creates the desired impact, encouraging intended beneficiaries to participate and acquire the rewards from the initiative.

REMUNERATION: T9 (R15 331 - R19 899) per month plus fringe benefits

JUNIOR ACCOUNTANT BUDGET CONTROL

REQUIREMENTS

- Higher Certificate in Accounting (NQF level 5) or Gr 12 with Accounting as Major
- A Certificate in Municipal Finance and Accounting Programme (MFMP) will be an added advantage
- Working knowledge of Municipal Finance Management Act.
- Computer literacy
- Previous experience in the field will be an added advantage.

RESPONSIBILITIES

- Compilation of Monthly Budget Reports
- Circulation of monthly reports to Council & Treasury Department
- Monthly Bank Reconciliation
- Assist with compilation of Annual Budget
- Assist with general treasury duties
- Liaison with National Treasury and other Government Departments

REMUNERATION: T9 (R15 331 - R19 899) per month plus fringe benefits

FINANCIAL INTERN

Two (2) year contract

REQUIREMENTS

- A three – year Bachelors Degree or National Diploma with majors in Accounting, Economics or Finance including either Risk Management and/or Auditing among other.
- Sound written and oral communication skills
- Computer literacy
- Accuracy will serve as a strong recommendation
- The intern will sign an internship agreement which is in addition to the employment contract.
- The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures.
- The candidate must be between the ages 21 and 35.

INTERNSHIP OVERVIEW

- The Internship programme is a structured professional training and work experience with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms.
- The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training.
- It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

REMUNERATION: R96 000 (All inclusive)

ENQUIRIES: Mr SB Ntamehlo , Senior Human Resources Practitioner Telephone Number : 053 631 0891

Letters of application, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid driver's licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date,

please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

All qualifications and candidates will be subjected to vetting

Foreign qualifications will only be considered if accompanied by assessment letter from SAQA which is not older than 3 months.

NB: In terms of our Employment Equity Plan disabled people are encourage to apply for the positions.

Note: No faxed or e-mail applications will be considered.

Closing date: 11 May 2018



RE Pieterse
Municipal Manager
Pixley ka Seme
District Municipality
Private bag X1012
De Aar , 7000