



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

MANAGER PERFORMANCE MANAGEMENT SYSTEM

• Salary Grade: R538 856.40 – R699 469.56 p.a. (T15) (plus applicable benefits) • REF NO: MM M 5/5/4/2/1

Requirements: • A Matric/Grade 12 • A 3 year qualification (NQF Level 6) in Public Administration or relevant qualification. A postgraduate qualification (NQF Level 7) will serve as an added advantage • 5 – 6 years' experience at a supervisory level within a comparable environment preferably gained within local government • Knowledge of related municipal structures and excellent communication skills, verbal skills and written skills both in English and isiZulu • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Develop a Performance Management Policy Framework and review and update it annually. This is a legislative requirement, and it sets out the methodology and procedures to be followed • Provide direction and the management of working relations with the Chief Operations Officer and Executive Directors to develop monitoring and evaluation tools for targets set by Municipality • Analyze information and report to the immediate supervisor on the effectiveness of monitoring and evaluation tools put in place • Assess compliance with standards and procedures to support synergy between application and understanding • Direct and manage the Cascading of the Individual Performance Management System to all levels of the organization • Research the cutting-edge approaches and best practices in the field of municipal performance management in order to move towards achieving high performing in the organization • Lead the Research and coordination of data that informs the implementation of a municipal diagnostic tool that will measure individual performance and identify strengths and areas of improvement while developing the alignment schedule, participating in joint IDP/Budget and PMS meetings and attending IDP/Budget and PMS Roadshows • Lead researching and coordination of data to inform the development of the Individual Scorecards, annual Service Delivery and Budget Implementation Plan (SDBIP), Annual Municipal Performance Report and the Annual Report in order to meet legislative requirements and to report to Communities • Provide direction to the development, implementation, monitoring and reviewing of the organizational performance management framework • Promote effective implementation of the Integrated Development Plan, Service Delivery and Budget Implementation Plan and Performance Management • Provide support in the development of Performance Agreements, Performance Work Plans and Personal Development plans with different departments • Direct the sitting of Performance Reviews • Manage the Oversight Process that completes the reporting and accountability cycle • Lead the consultation meetings with various municipal departments to ensure accurate representation of departments in all PMS working documents.

RISK MANAGER

• Salary Grade: R606 705.24 – R787 539.24 p.a. (T16) (plus applicable benefits) • REF NO: MM M 5/5/4/2/2

Requirements: • A Matric/Grade 12 • A 3 year qualification (NQF Level 6/7) in Internal Auditing/Risk Management, Public Finance or relevant qualification. A post graduate qualification will serve as an added advantage • 5 – 6 years' experience at a supervisory, or management experience gained at a Risk Management/Auditing environment (preferably in the public service) • Knowledge of the Corporate Governance, risk management, change management, problem solving and analysis • Membership with the Institute of Risk Management in South Africa will be an added advantage • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Plan, control and coordinate activities relating to risk management throughout the operations of the municipality to ensure that operational risks are properly identified, documented, assessed, mitigated, monitored and reported timeously • Analyse gaps in the Council Risk Management Policy and Strategy to ensure effective risk management processes, propose strategies for alignment and advise Management and Council • Formulate short- and medium-term objectives for the roll out of Enterprise Risk Management process and communicate the risk profiles, the results of monitoring and recommendations of process improvement • Assist in compiling risk registers for all functional areas at strategic, tactical and operational levels • Regularly visit functional areas and meet with Senior Managers to promote risk management into the culture and daily activities of the institution • Compile the necessary reports to the Risk Management Committee; communicate with the Provincial Treasury, Audit Committee and the Risk Committee regarding the status of Enterprise Risk Management • Provide input into the development and subsequent review of the Fraud Prevention Strategy, Business Continuity Plan, Occupational Health, Safety and Environmental Policies and Practices, and Disaster Management Plans • Review all Enterprise Risk Management Plans, Strategic Plans (policies, strategies and frameworks) • Set out the nature, role, responsibility, and authority of the risk management function within the Institution for approval by the Accounting Officer and oversee the performance of the risk management function • Provide proper and timely reports to Management on the state of risk management, together with aspects requiring improvement.

PRINCIPAL CLERK

• Salary Grade: R185 345.04 – R240 604.92 p.a. (T7) (plus applicable benefits) • REF NO: MM M 5/5/4/2/3

Requirements: • A Matric/Grade 12 • A 3 year qualification (NQF Level 6) in Public Administration or relevant qualification • 1 – 2 years' experience in an administration field • Knowledge of working in the in the office of the Chief Operations Officer will serve as an added advantage • Computer literacy in Microsoft Software packages.

Key performance areas: • Carry out all the clerical and administrative duties for the division • Attend to general queries and redirect complex ones to the relevant personnel • Receive and verify information recorded on requisitions • Arrange meetings and take minutes when necessary • File relevant documents and correspondence of the unit • Access and insert appropriate information using the Microsoft programs • Perform a variety of tasks to keep internal operations running smoothly.

CORPORATE SERVICES DEPARTMENT

RECORDS MANAGER

• Salary Grade: R467 388.36 – R606 705.24 p.a. (T14) (plus applicable benefits) • REF NO: COP M 5/5/5/3/1

Requirements: • A Grade 12/Matric • 3 years' qualification (NQF Level 6/7) in Public Administration or relevant qualification • 4 - 5 years' experience in Records Management Section of which 2 years' must be in a supervisory level • Certificate in Records Management Course • Computer literacy in Microsoft Software package • A valid motor vehicle driver's licence.

Knowledge, Skills Training and Competencies required: • Be able to ensure the protection of privacy and confidentiality and prevents the inappropriate disclosure of information that could be harmful to the municipality or infringe the privacy rights of individuals • Be able to ensure the creation and maintenance of authoritative and reliable records in an accessible, intelligent and usable manner to support the business and accountability requirements of the Municipality.

Key performance areas: • Manage processes to facilitate the development and maintenance of a document and records management policy framework for the municipality in accordance with the provisions of the National Archives of South Africa Act, 1996 and other legislative and policy imperatives • Develop and implement an Electronic Records Management system for both public and confidential municipal records in accordance with legislative requirements • Provide technical guidance and advice to departmental managers on records and document management principles and procedures • Monitor and evaluate institutional compliance with applicable record and document management policy framework and facilitate training • Develop and implement a municipal records disposal programme • Develop, implement, and monitor a set of key performance indicators for the unit • Administer archiving service for all Departments • Ensure the efficient and effective utilization of resources allocated to the unit • Conduct and train employees in both paper and electronic records management system • Conduct regular inspections in all Departments to ensure that records management practices conform to the standards promulgated in the Act • Responsible for the development of a Disaster Recovery plan for records and ensure that it is communicated throughout the Municipality.

MANAGER ADMINISTRATIVE & SUPPORT

• Salary Grade: R467 388.36 – R606 705.24 p.a. (T14) (plus applicable benefits) • REF NO: COP M 5/5/5/3/2

Requirements: • A Grade 12/Matric • 3 years' qualification (NQF Level 6/7) in Public Administration/Public Management/Local Government or equivalent qualification • Supervisory experience of 2 years' in general administration and local government • Good knowledge and understanding of legal prescripts, policy and institutional governance systems • Advanced computer literacy skills and knowledge of applicable software packages (Microsoft Office) • A valid motor vehicle driver's licence.

Skills required: • Problem solving • Ability to take initiative and self-driven • Ability to work independently and in a team environment • Sound interpersonal skills • Ability to work in a transforming environment • Upholding Batho Pele principles in all dealings with the public.

Key performance areas: • Provide administrative support services to the organization, information and council support service (Committee Administration, Reception and Switchboard, Auxiliary and Fleet and security) • Provide sound records keeping, records management practices, resolution tracking, drafting & distribution of documentation services related to the council and committees • Implement effective administration and office management systems and practices for the Municipality • Manage the implementation of financial controls/procedures and provides information to support financial planning sequences • Manage, monitor and control the budget of the section • Adhere to Supply Chain Management policies • Manage outcomes associated with utilization, productivity and performance of staff • Oversee the maintenance, neatness and hygiene of all office buildings and water treatment plants • Facilitate for the provision of an efficient Security Services in the Municipality in order to ensure the risk of damage to property and/or loss of lives is limited • Plan, manage, organize and control the continuous provision of Corporate Administration and Support Services to promote service excellence to the Municipality and its customers • Effectively and efficiently manage fleet of Harry Gwala District Municipality.

LABOUR RELATIONS OFFICER

• Salary Grade: R368 723.04 – R478 613.40 p.a. (T12) (plus applicable benefits) • REF NO: COP M 5/5/5/3/3

Requirements: • A Grade 12/Matric • 3 years' qualification (NQF Level 6) within areas of Labour Law/ Human Resources Management or relevant equivalent qualification • Three (3) years' experience in Labour Relations matters • Certificate for conducting disciplinary hearing will serve as an added advantage • Excellent communication skills including Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Consult with management and advise on labour laws, case law, collective agreements, relevant municipal legislation and regulations • Guide and assist management in the preparation of Disciplinary Hearings • Guide with presentation of evidence in the disciplinary/grievance hearings • Assist in preparing for cases that must be presented to the CCMA, SALGBC or Labour Court on behalf of the employer • Represent the employer where needed and liaise with internal and external 3rd parties such as shop stewards, trade union officials, etc. • Coordinate meetings for the employer and shop stewards/trade union representative structures and providing advice/guidance on the interpretation of policies and procedures and collective agreements impacting/influencing conditions of employment • Prepare management reports and maintain confidentiality in all case files containing documents, correspondence and outcome/award/determination and/or accessing/retrieving information upon request.

GENERAL WORKER (KOKSTAD)

• Salary Grade: R118 716.36 – R136 850.64 p.a. (T3) (plus applicable benefits) • REF NO: COP M 5/5/4/2/1

Requirements: • A Grade 9/Standard 7 • Experience of 6 - 12 months and above in Office Cleaning or General Cleaning will be an added advantage.

Key performance areas: • Cleans offices, boardrooms, toilets, hallways, windows, parking and other office areas • Responsible for emptying bins • Vacuum carpeted areas and furniture • Prepare tea for visitors, senior managers and councillors • Wash dishes on a daily basis • Polish desks and other office furniture • Clean reception and responsible for removing unwanted papers • Keep track of cleaning schedule.

SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

GEOGRAPHIC INFORMATION SYSTEM OFFICER

• Salary Grade: R264 550.08 – R343 387.80 p.a. (T10) (plus applicable benefits) • REF NO: SS M 5/5/4/2/1

Requirements: • A Grade 12/Matric • A 3 year qualification (NQF Level 6) in Geographic Information System/ Town Planning or equivalent qualification • 2 – 3 years' experience working in the District Municipality Environment • Must have experience in GIS data capturing and administration • Candidate with Town Planning background will have an added advantage • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Perform tasks/activities associated with the preparation, updating and processing of the data through capturing, storing, manipulation and maintenance of data and the preparation and presentation of information using data base procedures, applications and tools to ensure the Geographic Information System provides comprehensive and complete information supporting analysis, discussions, queries and decision-making processes • Perform specific applications associated with the preparation, updating and processing data from hard copy and digital sources through GIS • Perform specific applications associated with maintaining geographic information records and databases • Attend to the production of information in various forms (reports, maps) used in analysis, discussions and decision-making processes • Perform specific GIS clerical activities and provide general office support.

ENVIRONMENTAL HEALTH PRACTITIONER (2 POSTS)

• Salary Grade: R312 309.12 – R405 414.36 p.a. (T11) (plus applicable benefits) • REF NO: SS M 5/5/4/2/2

Requirements: • A Grade 12/Matric • A 3 year qualification (NQF Level 6) in Environmental Health or relevant qualification • Must be registered with the Health Professions Council of South Africa • 1 year of community service (Environmental Health field) • Peace Officer's licence will be an added advantage • Good communication skills (written and verbal) • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Enforce all municipal health services legislation including by-laws and policies of the Municipality • Attend to all municipal health services complaints received investigate the same and provide solutions accordingly • Prevent communicable diseases excluding immunization by conducting community awareness campaigns • Monitor indicators and provide reports to management • Monitor water quality, food control, waste management, vector control, disposal of the dead and health surveillance of premises • Perform any other duties as delegated by your Supervisor or someone with authority.

DISASTER OFFICER

• Salary Grade: R312 309.12 – R405 414.36 p.a. (T11) (plus applicable benefits) • REF NO: SS M 5/5/4/2/3

Requirements: • A Grade 12/Matric • A 3 year qualification (NQF Level 6) in Disaster Management/Public Management/Public Administration • Firefighter Certificate and Hazmat awareness and operation certificate will be an added advantage • 2 – 3 year's experience working in a disaster management. Experience in Local Government will be an added advantage • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Establish through communication with the immediate superior specific requirements (public safety, disaster control, maintenance, etc.) and scheduling interventions • Prepare reports detailing qualitative and quantitative information on the activities and progress made with regards to the implementation of Disaster Management plans and interventions and, forwarding to the immediate superior for perusal prior to presentation • Update, maintaining and/or approving recording entries of occurrences in specific Disaster Management schedules and registers and, aligning specific processes/outcomes to facilitate compliance with statutory and internal procedural requirements • Compile plans to co-ordinate exercises/practice sessions on Disaster Management techniques and applications and forwarding for approval prior to circulating to internal Departments for attention, adoption and execution • Complete requisitions/procedural forms and documentations, forwarding for further processing and/or responding to specific correspondence/enquiries on the activities of the functionality • Investigate industrial processes and development interventions and, determining the impact of applications to communities identified as high risk/vulnerable in the region • Identify deficiencies with respect to the preparedness and awareness of the communities to potential risk and hazards and/or monitoring trends/patterns associated with the origination, impact, recovery and rehabilitation processes with a view to assessing and providing information to support the redefining of plans/solutions with respect to the local areas with high disaster occurrence rates • Report on the status of the disaster and/or making recommendations to the immediate superior regarding specific interventions or priorities necessary to control and manage the disaster.

SPECIAL PROGRAMMES OFFICER

• Salary Grade: R264 550.08 – R343 387.80 p.a. (T10) (plus applicable benefits) • REF NO: SS M 5/5/4/2/4

Requirements: • A Grade 12/Matric • A 3 year qualification (NQF Level 6) in Social Science/Public Management/Public Administration or equivalent qualification • 2 – 3 years' experience in Special Programme or community development • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Advocate and institutionalize the rights and upliftment of women, children, senior citizens, youth, people with disabilities and military veterans through advocacy, inter-sectoral collaboration, capacity development, monitoring and evaluation • Conduct community outreach and educational programs calculated to foster the welfare of all special groups • Promote and foster sports, arts, culture and recreation within the Municipal area through working with the relevant local bodies • Promote the development of sports grounds and recreational facilities • Report, monitor and evaluate of the unit activities and projects as per SDBIP • Monitor the integration of Special Programme (Sport and Recreation) objectives for compliance with National Policy framework through the establishment of an Equity Committee, making available Special Programme Policies (including Provincial and National policy framework) to stakeholders, and compiling progress reports for submission to Council • Analyze reports on expenditure and cash flow predictions on programmes in conjunction with the approved budget and taking the necessary corrective measures on deviations identified • Monitor the progress of programme initiatives and consolidation of information on the programme and/or extracting specific reports to facilitate analysis and follow-up on outstanding matters with the relevant subordinates • Liaise with relevant officials through meetings, correspondence and telecommunications to gather information on relevant programmes and joint ventures.

Enquires should be directed to: The Human Resources Unit on (039) 834 8756/5504/8752. No faxed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website www.harrygwala.gov.za accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, Identity document and driver's license must be addressed to **The Municipal Manager for Attention: Mrs T.I. Thiyan-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276**, or can be hand delivered/courier to **40 Main Street, IXOPO, 3276**, or e-mailed to: recruitment@harrygwala.gov.za to reach us no later than **15H00, 7 JUNE 2024**.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four

months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

NB: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MR G.M. SINEKE: MUNICIPAL MANAGER