



Suitably qualified persons are invited to apply for appointment to the following positions:

1. HUMAN SETTLEMENT & HOUSING
BNG PROJECT MANAGEMENT SUB-DIRECTORATE
1.1 SPECIAL ADVISOR: PROJECT MANAGEMENT

Qualifications:

B. Degree Project Management/Quantity Surveying or equivalent qualification in the built environment. Relevant Post Graduation qualifications will be an added advantage Minimum B Engineering or Project Management degree or equivalent, with eligibility for registration with ECSA.

Experience:

At least a minimum of seven (7) years experience at a senior level in the built environment in a large organisation. Applicable senior management experience in a project management environment will serve as a recommendation

Core description:

The successful candidate will be responsible for the following:

- Coordinate the planning and execution of all national, provincial and other special programmes of a strategic nature
- Establish a Project Management Office and concomitant Information and Knowledge Management
- Establish and install housing database and project management software
- Enroll housing projects with the National Home Builders Registration Council
- Package human settlements projects and budgets for approval
- Provide Technical Services, monitoring and evaluation on the implementation of projects
- Coordinate other departments for the installation of essential services in areas earmarked for various future human settlements projects
- Quality assurance and management
- Consolidation and submission of monthly reports
- Be able to plan and prioritize tasks
- Ability to work under pressure

Additional requirements:

- Valid Code EB Drivers license
- Proficiency in at least two (2) official languages of Municipality
- Able to think independently, able to analyze and draw conclusions, innovative,
- computer literacy and attention to detail
- People skills
- Communication skills

Salary Grade: 003 (Total Cost To Employer) (Three (3) Contract)

2. FINANCE
2.1 SENIOR SECRETARY
ADMINISTRATION SECTION

Qualifications:

Grade 12 and a Secretarial Diploma/Certificate. Advanced Computer literacy.

Experience:

At least three (3) years experience of being a Secretary to a Financial Manager/Senior Manager in a medium to large organisation

Core description:

The successful candidate will be responsible for the following functions:

- Ensure that the reception of the CFO is well managed and maintained
- To manage the CFO's diary to ensure the efficient functioning of the office
- To type and file documents pertaining to the office of the CFO in order to ensure a professional finish of all documents leaving the said office
- To handle telephonic, personal and written enquiries to the CFO's office to ensure sound administration
- To answer telephonic calls and taking messages in order to ensure efficient communication
- Performing various administrative duties for compliance
- To make travelling and accommodation arrangements to ensure that the CFO attends all the relevant events that take place elsewhere

Salary Grade: Total Cost To Employer Remuneration Contract

2.2 BUDGET ANALYST
FINANCIAL MANAGEMENT SUB-DIRECTORATE

Qualifications:

B.Com degree or equivalent financial qualification

Experience:

At least two (2) year's budget experience and/or Cost and Management Course. E-Venus knowledge will serve as a recommendation.

Core description:

The successful candidate will be responsible for the following functions:

- Consolidate budget inputs from directorates into a central data base
- Ensure inputs are in accordance with the budget and IDP directives and parameters

- Prepare MTRF General Tariffs proposal and booklet
- Assist and guide user directorates in the compilation of their annual and/or adjustment budgets
- Provide ad-hoc reports and advice to management of request
- Collect and assist with all relevant financial and non-financial information for the compilation of the monthly Section 71 report
- Conduct special financial project(s) analysis on request by managers
- Advice on financial implications of activities proposed by directorates
- Analyse financial data and establish reasons for variance

Salary Grade: 004

2.3 SENIOR SUPPLY CHAIN OFFICER SENIOR SUPPLY CHAIN SUB-DIRECTORATE LOGISTICS & WAREHOUSING DIVISION

Qualifications:

B. Com degree in purchasing/Diploma in Purchasing/Diploma in Public Management or equivalent

Experience:

At least four (4) years experience at Supervisory level in the supply chain environment. Knowledge of Venus System. Knowledge of MFMA, PPPFA, BBBEEA, Treasury Regulations, Financial procedures and related prescripts

Core description:

The successful candidate will be responsible for the following functions:

LOGISTICS:

- Supervise officials in Logistics
- Ensure proper implementation of supply chain management policy and adherence to MFMA, PPPFA and BBBEEA and other supply chain management related legislation
- Ensure correct purchase requisitions information is obtained from users
- Creating of end users Database in the system
- Administration of authorization codes in the system
- Adjusting price changes in the system
- Verifying information obtained from users
- Authorizing orders in the system
- Assist external/internal audit during walk through
- Assist in responding to any audit query relating to Logistics
- Maintain and manage the authorization codes register in consultation with the manager
- Ensure that proper procedures are followed

RECORDS SECTION:

- Supervise officials in Records Section
- Ensure safe record keeping
- Ensure that record keeping registry is maintained on daily basis

INTERNAL CONTROL:

- Supervise all officials in Internal Control Section
- Ensure document audit trail is maintained
- Ensure that all internal control registers are maintained properly
- Ensure that irregular and unauthorized register is kept up to date
- Ensure that all documents sent to Logistics are accounted for by keeping registers
- Ensure that all purchase requisition has been filled properly and appropriate budgets are available for a specific request

Salary Grade: 005

2.4 ACCOUNTANT (2 POSTS) DIVISION: ACCOUNTING & COMPLAINE

Qualifications:

Bachelors Degree in Accounting or related field

Experience:

At least three (3) years appropriate experience within Local Government Sector will be an advantage. Solid, proven accounting skills with a good track record.

Core description:

The successful candidate will be responsible for the following functions:

- To address and investigate all issues allocated and to prepare working papers in line with the accounting and auditing standards for inclusion of figures in the AFS and to report to the auditors
- Assist in the preparation of the audit files
- Assist in the overall process of compilation of the financial statements
- To ensure sufficient and efficient audit evidence for all working papers
- To keep within the allocated budget
- To ensure all risks are documented and investigated, addressed in the working papers
- To be able to compile a system description and identify gaps in internal controls
- Follow up on accounting issues arising from the audit process

Salary Grade: 006

2.5 SUPPLY CHAIN MANAGEMENT PRACTITIONER DIVISION: NEEDS ANALYSIS & PLANNING

Qualifications:

Recognized B. Degree in finance/public management/NQF level 6 qualification or equivalent.

Experience:

Three (3) years relevant experience in supply chain management environment. Knowledge of PFMA, PPPFA, BBBEEA, Treasury Regulations,

Financial procedures and related prescripts

Core description:

The successful candidate will be responsible for the following functions:

- Identify commodities frequently required in comparison with the market offer.
- Determining proper correct product or item specifications prior to placing an order to ensure that the supply chain management unit buys exactly what the end user requires.
- Conduct inspection on suppliers to ensure that compliance of supply chain management policy.
- Determine strategy on how to approach the market to ensure that an equitable distribution of business.
- Conduct expenditure, commodity and industry analysis to determine expenditure trend, type of commodities frequently required and alternative to what the market offers.
- Analyse the demand management plan in order to assess its relation to the strategic and operational plan.
- Determine proper and correct product/items specification prior to placing an order to ensure that supply chain management unit acquires what the end user requires.
- Manage human resources which include training and capacity development of all officials involved in need analysis and planning activities.
- Resolve all need analysis and planning related queries.

Salary Grade: 006

**2.6 SUPPLY CHAIN MANAGEMENT PRACTITIONER
DIVISION: LOGISTICS MANAGEMENT**

Qualifications:

Recognized B. Degree in finance/public management/NQF level 6 qualification or equivalent.

Experience:

Three (3) years relevant experience in supply chain management environment. Knowledge of PFMA, PPPFA, BBBEEA, Treasury Regulations, Financial procedures and related prescripts

Core description:

The successful candidate will be responsible for the following functions:

- Identify commodities frequently required in comparison with the market offer.
- Perform verification function on captured transaction on to the E-venus financial management system at all times.
- Ensure effective processing of transaction is in line with the system compliance requirements.
- Ensure effective management, monitoring and control over E-venus financial management system in order to generate orders and provide guidance.
- Provide assistance and guidance on all orders capturing activities.
- Authorise transactions on E-Venus financial management system according to delegations.
- Prepare and submit monthly reports on E – venus financial management system ordering activities.
- Manage human resources which include training and capacity development of all officials involved in capturing of orders on to E-venus financial management system.
- Resolve all orders related queries.

Salary Grade: 006

**3. ENGINEERING SERVICES
ROADS & STORMWATER SUB-DIRECTORATE
3.1 CHIEF OF PLANNING AND IMPLEMENTATION**

Qualifications:

B. Sc Civil Engineering or B. Tech Civil (Registration as Pr Eng or Tech Eng. Will be an advantage). Code EB driving lincense

Experience:

- Minimum of five (5) years managerial experience at a senior level in a large in a medium to large organisation.
- Considerable management experience at a senior level in the Civil Engineering field.

Core description:

The successful candidate will be responsible for the following:

- Manages the key performance areas and result indicators associated with the implementation and planning of new and existing road infrastructure, storm-water drainage and the adequacy of traffic signage investigation, analysis and interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term services delivery objectives.
- Financial and budget control of the engineering service division.
- Manages the formulation of specific contracts and tender documents and controls contractual obligations.
- Directs and controls the professional and technical outcomes associated with the functions related to roads and stormwater engineering services.
- Liaise with services providers, other departments, private developers with regards to roads and stormwater services as required by them.

Salary Grade: 003

**3.2 TRANSPORT OFFICER
FLEET MANAGEMENT SERVICES SUB-DIRECTORATE**

Qualifications:

National Dip in Transport Management

Experience:

Five (5) years experience in medium to large fleet management

Core description:

The successful candidate will be responsible for the following:

- Administration and management of the Vehicle Administration Services Section
- Ensure internal and external customer satisfaction regarding fleet administration by assisting user directorate to do proper fleet planning in order to reach their service delivery objectives.

- Perform vehicle evaluation and determine replacement frequency
- Compile and manage vehicle maintenance budget
- Facilitate billing to ensure income from user directorates

Additional requirements:

- Code EC drivers license
- Above average intelligence, leadership and delegation skills
- Make logical and reasonable decisions regarding fleet admin
- Good communication, administration and supervisory skills
- Good reading and writing abilities in order to prepare tenders, reports and budgets
- Familiar with Road Transport Act and Regulations
- Excellent computer skills

Salary Grade: 006

4. CORPORATE SERVICES

HUMAN RESOURCES MANAGEMENT SUB-DIRECTORATE

4.1 LABOUR RELATIONS ASST// ASSISTANT // LABOUR RELATIONS OFFICER// SENIOR (3 POSTS)

Qualifications:

An appropriate B. Degree or equivalent qualification. A post graduate Diploma/Certificate in Labour Relations Management will be an added advantage.

Experience:

- At least four (4) years experience as a Labour Relations Officer dealing with Labour Relations Processes in a medium to large organization will be required.
- Extensive knowledge and understanding of Human Resource and the applicable Labour Laws applicable on Local Government Level and Conditions of Service will also be required.
- At least five (5) years experience in dealing with labour disputes at the CCMA or South African Local Government Bargaining Council (SALGBC) will serve as an added advantage.

Core description:

The successful candidate will be responsible for the following functions:

- To promote and maintain sound employer and employee relations through field work
- To attend to labour related issues both personally or telephonically
- To facilitate disciplinary hearing proceedings
- To advice line management on grievance proceedings
- Liaise with recognized Labour Unions via the LLF structures
- To prepare and represent the Municipality in cases referred for conciliation/arbitration at the CCMA or the South African Local Government Bargaining Council (SALGBC) by
 - Analysing evidence
 - Evaluating the strength of the facts/evidence
 - Preparing witnesses
 - Preparing the case and calling of witnesses/questioning witnesses and presenting of closing arguments
- Administrative functions, such as reports and correspondence regarding personnel and Union matters and ad hoc investigations/surveys
- To advise top management and line management in the event of Industrial Action (legal or illegal strikes)

Salary Grade: 011-010//009-008//007-006//005

The closing date in respect of these positions will be **05 July 2013**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below.

Short-listed candidates will be required to produce original copies of academic qualifications on the day of the interview.

The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful. The Municipality reserves the right not to make any appointment.

GM: Human Resource Management

P.O. Box 3704

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Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@mangaung.co.za

We thank all applicants for their interest