



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

1. CORPORATE SERVICES
INFORMATION MANAGEMENT AND TECHNOLOGY
1.1 CHIEF TECHNOLOGY OFFICER

Qualifications:

B Degree (M+3) with Public Administration as subject or in legal field or IT.

Experience:

Ten (10) years experience of which five (5) years in Management position.

Core description:

The successful candidate will be responsible for the following functions:

- Participate in strategic and operational governance processes of the business organisation as a member of the senior management team
- Lead IT initiatives and co-ordinating the evaluation, deployment and management of current and future IT systems across the organisation
- Develop and maintain an appropriate IT organisational structure that supports the needs of the business
- Establish IT departmental goals, objectives and operating procedures
- Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing and in-house development
- Assess and communicate risks associated with IT investments
- Develop, track and control the information technology annual operating and capital budgets
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives
- Direct development and execution of an enterprise-wide disaster recovery and business continuity plan
- Assess and make recommendations on the improvement or re-engineering of the IT organisation

Servicing and management of the infrastructure support:

- Participate as a member of the management team in governance processes of the municipality's strategies for legal compliance
- Spearhead a compliance program to achieve legal obligations and business goals by prioritizing initiatives and assessing the evaluation, deployment and management of current and future technologies
- Audit existing compliance practices across the municipality; isolate potential risks or liabilities and develop mitigation plans
- Develop and communicate policies, procedures and plans to executive team, staff, partners, customers and stakeholders regarding technology- and industry-specific laws

Business application support and enablement services:

- Meet with decision makers, systems owners and end users to define business, financial and operations requirements and systems goals and identify and resolve systems issues
- Lead design sessions in prototyping new systems for the purpose of enhancing business processes, operations and information process flow
- Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems
- Identify and establish scope and parameters of systems analysis in order to define outcome criteria and measure-taking actions.

Salary Grade: 003 (Total Cost to Employer)

LEGAL SERVICES SUB-DIRECTORATE
1.2 MANAGER: LITIGATION

Qualifications:

LLB. Degree

Experience:

At least two (2) years appropriate experience will serve as a recommendation.

Core description:

The successful candidate will be responsible for the following functions:

- Involved in strategic planning for all service delivery initiatives and implementation plans in order to ensure timeous service delivery within the prescripts of the laws governing litigation.
- Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Litigation Section in order to

ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives.

- Ensures that information pertaining to legislative developments, strategies and processes, flows to and from all internal and external interested parties/stakeholders in order to ensure uniformity and consistency in application of litigation management and standardization of monitoring processes and procedures for continually improved service delivery.
- Instituting risk administration that provides for an effective system for the identification, consideration and avoidance of potential and existing risks in the litigation processes in order to institutionalize the risk management, as part of the City's philosophy, practices and business plans which and is viewed as an integral part of line management functions.
- To provide a legal advice and assistance service in general, but more specifically in relation to litigation, to the municipality to ensure the proper protection of the municipality's interests, and compliance with its legal obligations and responsibilities.
- To co-ordinate the litigation process for civil cases in which the municipality, councillors or officials may become involved in their official capacity to ensure that the municipality's interests are properly protected.
- To co-ordinate the litigation process for criminal cases in which the municipality, councillors or officials may become involved in their official capacity to ensure that the municipality's interests are properly protected.
- To ensure that legal costs are incurred in line with relevant legislation and municipal policies in consultation with the General Manager Legal Services.

Additional Requirements:

- Computer literacy and skills
- Focus on legal ethics
- Planning and organising
- Professional knowledge
- Verbal and written communication
- Driver's license (Code EB)
- Admittance as an Attorney/Advocate will serve as an added advantage

Salary Grade: 004

1.3 MANAGER: CONTRACT & PERFORMANCE MANAGEMENT

Qualifications:

LLB. Degree

Experience:

At least two (2) years appropriate experience will serve as a recommendation.

Core description:

The successful candidate will be responsible for the following functions:

- Effective compilation and formulation of agendas and minutes of
- Involved in strategic planning for all service delivery initiatives and implementation plans In order to ensure timeous service delivery within the prescripts of the contract and/or laws governing contract management.
- Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Contract and Performance Management section In order to ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives.
- Ensures that information pertaining to legislative developments and contract management initiatives, strategies and processes, flows to and from all internal and external interested parties/stakeholders In order to ensure uniformity and consistency in application of contract performance management and standardization of monitoring processes and procedures for continually improved service delivery within pre-determined contractual obligations.
- To provide a legal advice and assistance service in general, but more specifically in relation to contracts, to the municipality to ensure the proper protection of the municipality's interests, and compliance with its legal obligations and responsibilities.
- Instituting risk administration that provides for an effective system for the identification, consideration and avoidance of potential and existing risks in the City's supply chain management system In order to institutionalize the risk management, as part of the City's philosophy, practices and business plans which and is viewed as an integral part of line management functions.
- Managing and institutionalizing best practice in contract administration and management.
- Responsible for the management of a registry service for contracts and service level agreements In order to ensure that all contractual documents of the City are stored in terms of legislation and policy and to ensure availability during audits and general enquiry by interested duly authorized parties.

Additional Requirements:

- Computer literacy
- Negotiation skills
- Attention to detail
- Communication skills
- Analytical skills
- Independent reasoning
- Interpersonal skills
- EB Drivers license
- Admittance as an Attorney/Advocate will serve as an added advantage

Salary Grade: 004

HUMAN RESOURCE MANAGEMENT SUB-DIRECTORATE

1.4 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 advise 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

2 ECONOMIC DEVELOPMENT & PLANNING

GIS SUB-DIRECTORATE

2.1 MANAGER: INTERPRETATION & BUSINESS SUPPORT

Qualifications:

Appropriate B. degree or equivalent Diploma/tertiary qualification in geo-matics (or geography)

Experience:

Minimum of three (3) years relevant managerial experience.

Core description:

The successful candidate will be responsible for the following functions:

- Continuous identification and interaction with users and clients in the municipality for the purpose of updating user needs report for support purposes
- Synthesis of business functions and offer support as per client needs
- Identify, prioritise and motivate budget and GIS training needs
- Advise on the drafting of operational, capital and equipment budget for the Directorate
- Formulate and implement strategies/projects on Corporate level
- Monitor and management of appointed consultants/contractors for projects
- Functional management of resources and personnel issues within the subsection
- Participate in strategic planning and management of the GIS sub-directorate
- Manage and assist cross departmental GIS projects and activities
- Collate, integrate and integrate information and corporate plans for decision making
- Conduct and compile training materials for identified users within MMM
- Contribute in the sub-directorate strategic plan to ensure workflow continuity
- Organise and/or attend meetings, assist with presentations, report on GIS issues as required

Additional requirements:

- Eye sight, not colour-blind
- Hand-eye coordination
- Interpersonal skills
- Stress management
- Analytical and logical mindset
- Drivers licence

Salary Grade: 004

2.2 MANAGER: DESIGN & DEVELOPMENT

Qualifications:

Appropriate B. degree or equivalent Diploma/tertiary qualification in geo-matics (or geography)

Experience:

Minimum of three (3) years relevant managerial experience.

Core description:

The successful candidate will be responsible for the following functions:

- Synthesize business functions and design relevant GIS data model
- Syntheses of business functions and offer support as per client needs and provision of best possible solutions to Directorates challenges
- Identify, prioritize and motivate budget and GIS training needs
- Advise on the drafting of operational, capital and equipment budget for the Directorate
- Formulate and implement strategies/projects on corporate level
- Monitor and management of appointed consultants/contractors
- Research and source metadata management capturing tool of MMM datasets
- Participate in strategic planning and management of the GIS division
- Continuous content management of GIS Sub-Directorate website and GIS data catalogue
- Design and roll out applications relevant to business functions
- Provide training and manuals to all users with regard to the use of GIS related applications
- Contribute in the Sub-Directorate strategic plan to ensure workflow continuity
- Organise and/or attend meetings, assist with presentations, report on GIS issues as required by means of personal interaction
- Provide technological architecture support to MMM with regard to business functions for integration purposes

Additional requirements:

- Eye sight, not colour- blind
- Hand-eye coordination
- Interpersonal skills
- Stress management
- Analytical and logical mindset
- Drivers licence

Salary Grade: 004

DRAUGHTING SERVICES SUB-DIRECTORATE 2.3 JNR//DRAUGHTSMAN//SENIOR

Qualifications:

Grade 12 and minimum of two (2) years Technical Diploma in Draughting which incorporates GIS software skills

Experience:

Two (2) years Drawing Office, GIS and CAD experience.

Core description:

The successful candidate will be responsible for the following functions:

- Drawing of maps and plans
- Administrative functions relating to Draughting Services
- Deal with public enquiries
- Attend relevant meetings

Additional requirements:

- Technical knowledge
- Communication skills

Salary Grade: 012-011//010-009//008

3 OFFICE OF THE CITY MANAGER INTERNAL AUDIT SUB-DIRECTORATE 3.1 INFORMATION TECHNOLOGY AUDITOR

Qualifications:

A Bachelor's Degree or National Diploma in Computer Science, Management Information Systems, or
A Degree with Accounting, Auditing and Information Technology (Systems) as major subjects.

Experience:

- At least a minimum of three (3) years experience in auditing field with at least one (1) year experience in information systems auditing or related field (e.g. information systems programmer or analyst).
- In-depth knowledge and understanding of information technology/systems, and techniques required to perform IT audits.
- Proven analytical, lateral and innovative thinking, problem solving, good communication, leadership, team management and report writing skills.
- Computer literacy.

Core description:

The successful candidate will be responsible for the following functions:

- Independently perform technical reviews of information systems, applications, database and internet/network information security controls.
- Establish objectives and procedures for audit reviews of computer systems.
- Develop programs to obtain required data.
- Perform fieldwork in audits of information systems and related processes.
- Monitor compliance with the Municipality's information system and security policies, procedures and processes.
- Reviews controls over workstations (personal computers), Local Area Networks, database administration, technical support, systems development, etc.
- Assess dependability and reliability of information systems and associated data.
- Present written findings and recommendations to management and the Audit Committee.
- Provide in-house IT support to the entire sub-directorate, including the development of computer-assistance audit techniques.

Salary Grade: 006

3.2 INTERNAL AUDITOR

Qualifications:

A degree in Accounting or Auditing as major subjects; or N.Dip/B.Tech in Internal Auditing

Experience:

Minimum of two (2) years auditing experience

Core description:

The successful candidate will be responsible for the following functions:

- Plan audit assignments and establish audit objectives and scope of work for each assigned audit work
- Determining which audit procedures to be used, including statistical sampling and the use of electronic data processing equipment
- Execute internal audits regarding the regularity, financial, compliance, internal control and advisory services
- Conduct performance audit
- Prepare working paper including the cross referencing of audit findings
- Prepare summary of findings and make appropriate audit findings with adequate recommendations and conclusions
- Follow-up formal reports, to ensure that action agreed to by organisational management and conclusions
- Performance of special assignments at the request of management and or Audit Committee

Salary Grade: 007

4 ENGINEERING SERVICES

ROADS AND STORMWATER SUB-DIRECTORATE

4.1 CHIEF OF PLANNING AND IMPLEMENTATION

QUALIFICATIONS:

- BSc /B-Tech in Civil Engineering
- Code EB driving license.

EXPERIENCE:

Three years management experience at a senior level in the Civil Engineering field.

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- 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 service delivery objectives.
- Financial and budget control of the engineering services 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 storm-water engineering services.
- Liaise with service providers, other departments, private developers with regard to Roads and Storm Water services as required by them.

Salary Grade: 004

4.2 SUPERINTENDENT (4 POSTS)

Qualifications:

Grade 10 and N3 completed apprentice

Experience:

Experience of working as a superintendent will serve as a recommendation

Core description:

The successful candidate will be responsible for the following functions:

- To plan and coordinate the daily tasks of the section
- To manage and control sections budget
- To respond to urgent and unscheduled work requests
- To prepare work allocation schedule
- To communicate with Junior Technician
- To report directly to the Manager

Salary Grade: 007

WATER AND SANITATION SUB-DIRECTORATE WATER DEMAND MANAGEMENT DIVISION 4.3 JNR//TECH ASST//SNR//FIRST TECHNICIAN

Qualifications:

N.Dip in Civil Engineering. Registered as a professional Engineering Technician with Engineering Council of SA

EXPERIENCE:

Three (3) years after obtaining the formal engineering qualification in a medium sized organisation practicing civil engineering

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Evaluation monthly water consumption information
- Manage the process of metering for new developments
- Monitor and control expenditure on the Capital and Operational Budgets
- Carry out water balances
- Prepare tender documents for Contractors

Other requirements:

- Code EB drivers licence
- Bilingual
- Computer literacy in Microsoft Office
- Negotiation skills
- Attention to detail
- Communication skills

Salary Grade: 013-011//010-008//007//006

5 SOCIAL SERVICES PARKS AND CEMETERIES SUB-DIRECTORATE 5.1 HORTICULTURIST//SENIOR (5 POSTS)

Qualifications:

N.Dip in Horticulture or Parks and Recreation Management

Experience:

Any public sector experience will be an advantage. Must have worked in a Horticultural environment for at least 12 months

Core description:

The successful candidate will be responsible for the following functions:

- Effectively manage the horticultural function in a sub-section
- Provide clean, green and safe open spaces
- Develop parks as well as maintain sport fields within the Mangaung Metropolitan Municipality

Additional requirements:

- Managerial/supervisory skills
- Financial management skills
- Valid Code EB drivers license

Salary Grade: 008//007

6 HUMAN SETTLEMENT & HOUSING
LAND DEVELOPMENT & PROPERTY MANAGEMENT SUB-DIRECTORATE
6.1 SENIOR ACQUISITION SPECIALIST (2 POSTS)

Qualifications:

B Degree in Law or Property Management or Property Development OR equivalent three (3) year tertiary qualification.

Experience:

At least three (3) years experience at a supervisory level in property management/development in a medium organisation. Applicable supervisory experience in a municipal environment will serve as a recommendation.

Core description:

The successful candidate will be responsible for the following functions:

- Identify, acquire and bank land required for new developments
- Develop sound communication channels with Asset Management Unit for proper up keeping of Immovable Asset Register
- Ensure proper filing and record keeping of all documents pertaining to acquired property e.g. contracts and title deeds
- Initiate negotiations for the acquisition of land and rights in land for development including provision and upgrading of infrastructure
- Facilitate expropriation of land and rights in land and ensuring compliance with the Expropriation Act 1973 and the Constitution Act 1996 where necessary
- Interact with attorneys/conveyancers for transfer and registration processes in respect of acquired land, subdivisions, consolidation and new township establishments including re-layout projects
- Ensure legal protection of the municipality's limited real rights on privately owned land
- Initiate the process of opening of Township Registers for new townships
- Monitoring performance of appointed panel of conveyancers and provide advice and guidance
- Conduct regular study on land sales patterns
- Ensure that necessary site inspections are conducted on regular basis to curb illegal occupation of land

Additional requirements:

- Code EB drivers licence
- Good sense of responsibility
- Good communication skills
- Sound knowledge of property management legal framework
- Sound knowledge of property management principles
- Sound negotiating skills and interpersonal relations
- Sound financial management skills
- Sound planning and organising skills

Salary Grade: 008//007

7 FINANCE
7.1 SENIOR SECRETARY

Qualifications:

Grade 12 and a Secretarial Diploma or equivalent qualification

Experience:

Minimum of three (3) years experience to a Manager/Senior Manager in a medium to large organisation

Core description:

The successful candidate will be responsible for the following functions:

- Schedule appointments and manage diary for the GM
- Implement administrative measures to ensure the efficient functioning of the office of the GM: Internal Audit
- Serve as an entry point for all internal and external stakeholders who visit or call and manage the diary of the GM
- Render an office support service to the GM such as typing, sending/receiving of faxes and making copies
- Search information from the internet as and when needed by the GM
- Use various software applications such as spreadsheets, power point and word processing to prepare reports and presentations for the GM
- Ensure safekeeping of all documentation in the office of the GM: Internal Audit to be in line with the Archive Legislations
- Handle travel arrangements for the GM and assist him with the office matters to enable him to execute his duties
- Assist the GM: Internal Audit with regard to meetings attended by him to enable him to effectively execute his duties/responsibilities
- Recording details of discussions/actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation

Additional Requirements:

- Recording
- Computer literacy
- Verbal and communication skills
- Time management
- Integrity

Salary Grade: 009 (TOTAL COST TO EMPLOYER)

SUPPLY CHAIN MANAGEMENT SUB-DIRECTORATE
7.2 SUPPLY CHAIN MANAGEMENT PRACTITIONER:
PERFORMANCE & COMPLIANCE

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:

- Implement supply chain management performance and compliance framework.
- Co-ordinate the implementation and maintenance performance and compliance management plan.
- Ensure effective performance and monitoring of supply chain management internal and external performance.
- Implement and Monitor the performance and compliance plan and provide recommendations.
- Ensure effective management, monitoring and control over the implementation of supply chain management.
- Prepare, consolidate and submit monthly reports on the implementation of supply chain management performance and compliance plans.
- Resolve all supply chain management performance and compliance management related queries.

Salary Grade: 006

7.3 SUPPLY CHAIN MANAGEMENT OFFICER:
NEEDS ANALYSIS & PLANNING(2 POSTS)

Qualifications:

Recognised National higher certificate in finance / public management / NQF level 5 qualifications or equivalent

Experience:

One (1) year 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:

- Assist to identify commodities frequently required in comparison with the market offer.
- Assist to 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.
- Assist to conduct inspection on suppliers to ensure that compliance of supply chain management policy.
- Assist to determine strategy on how to approach the market to ensure that an equitable distribution of business.
- Assist to conduct expenditure, commodity and industry analysis to determine expenditure trend, type of commodities frequently required and alternative to what the market offers.
- Assist to analyse the demand management plan in order to assess its relation to the strategic and operational plan.
- Assist to 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.
- Assist in resolving all need analysis and planning related queries

Salary Grade: 008

7.4 SECRETARY

Qualifications:

Grade 12 and a Secretarial Diploma or equivalent qualification

Advanced Computer Literacy

Experience:

Minimum of three (3) years experience to a Manager/Senior Manager in a medium to large organisation

Core description:

The successful candidate will be responsible for the following functions:

- Implement administrative measures to ensure the efficient functioning of the office of the GM: Supply Chain Management
- Serve as an entry point for all internal and external stakeholders who visit or call and manage the diary of the GM
- Render an office support service to the GM such as typing, sending/receiving of faxes and making copies
- Ensure safekeeping of all documentation in the office of the GM: Supply Chain Management to be in line with the Archive Legislation
- Handle travel arrangements for the GM and assist him with the office matters to enable him to execute his duties
- Assist the GM: Supply Chain Management with regard to meetings attended by him to enable him to effectively execute his duties/responsibilities

Salary Grade: 010 – 012

7.5 MANAGER: BILLING
SUB-DIRECTORATE REVENUE MANAGEMENT

Qualifications:

Chartered Accountant (CA) with equivalent qualifications

Experience:

Five (5) years experience in a municipal environment and knowledge of Financial Information Systems (Extraction and Analysis of data/CAATS)

Core description:

The successful candidate will be responsible for the following functions:

- Management, administration and supervision of the Billing Division
- Ensure that the revenue due to the municipality is calculated and billed on a monthly basis
- Maintain a system of internal control in respect of debtors and revenue to ensure that accounts sent to the customers are accurate
- Monitors the debtors age analysis and determines accuracy of billing
- Demonstrate a general understanding of traditional accounting practices, operations and procedures and knowledge on the different methods of accounting including accrual, obligation and cost methods
- Analyses audit findings and investigational reports with a view to determine levels of intervention required
- Directs the debtor transactional processing sequences
- Apply approaches to managing municipal income within a multi-year framework
- Compile and report on the overall municipal revenue and where necessary from rational for under or over revenue and the accompanying remedial actions
- Monitoring of budget to ensure that targets are met in order to enhance sound financial management
- Monitors policy implementation and puts in place procedures to manage risks
- Integrate processes, policies and structures across the organisation to achieve improved efficiency and effectiveness
- Defines roles and responsibilities for project for project team members and clearly communicates expectations

Salary Grade: 004

The closing date in respect of these positions will be **31 December 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

BLOEMFONTEIN

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

We thank all applicants for their interest