



DIRECTORATE
OFFICE OF THE
CITY MANAGER

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Your Ref: Clr Snyman-Van deventer
Room 201, Bram Fischer Building

Our Ref: 12/1/9/4/2
Date: 10 February 2022

Clr Snyman -Van Deventer

Freedom Front Plus Councillor

Mangaung Metropolitan Municipality

Dear Councillor Snyman -Van Deventer

RESPONSE TO RULE 38. APPOINTMENT OF LAWRENCE MATHAE AS GENERAL MANAGER.

Your undated letter received on 12 June 2022, regarding the above-mentioned matter refers.

Question 1:

In which Department is Mr Mathae employed as General Manager?

Response: Mr Mathae is employed as General Manager: Strategic Support in the Directorate: Waste and Fleet Management.

Question 2:

Since when has he been employed by the Metro?

Response: The employee started working at the former Motheo District Municipality on 1 May 2004. He was transferred to Mangaung Metro Municipality when the amalgamation between the District Municipality and MLM took place in 2011. Mr Mathae was then placed by the placement committee in the post of GM: Strategic Support in the Waste and Fleet Management Directorate in 2015.

Question 3:

Since when has he been employed by the Metro?

Response: Mr Mathae signed an employment contract with the former Motheo District Municipality. The employee received a placement letter which incorporated him into the Mangaung Metro Municipality Structure with retention of his Conditions of Services

Question 4:

Can you provide us with his employment contract?

Response: Mr Mathae's initial contract with the former Motheo District Municipality and the subsequent placement letter with MMM reflects information **deemed as personal information** in terms of the

Protection of Personal Information Act (4 of 2013). Responsible Party (MMM) is duty bound to protect such personal information. Since such documents will be included in Council Agenda, such personal information will then be put into public domain.

Honourable Councillor is therefore invited to visit the Office of the Acting City Manager(Information Services, Second floor, room 213) to view such documents, in compliance with the Act.

Question 5:

Did he in any way participate in the Performance Management System?

Response: No.

Question 6:

If not, why not?

Response: The Municipal Performance Regulations issued by COGTA applies to Accounting Officers and Managers accounting directly to the City Manager only. There is no Performance Management System currently for employees in lower levels.

Question 7:

Can you provide us with his Job Description?

Response: Attached please find a generic Job Description for the position of GM: Strategic Support.

Question 8:

Can you prove that he fulfilled his duties as General Manager during his employment?

Response: The GM perform his functions into strategic support relating to the IDP, SDBIP etc in conjunction with the Acting Manager: Strategic., as per arrangement over past 8 months under the oversight of the AHOD: Solid Waste and Fleet. The GM is based on the 8th Floor. Office.

Question 9:

Can you provide proof that he was at his office/place of employment during working hours since he was transferred to the Solid Waste Department?

Response: There are no attendance registers in the Metro for Senior Managers. All external activities the GM is attending is managed through request for leave. There were no attendance registers forwarded to Human Resources in this regard.

Question 10:

Is it true that he in his position as an ANC official interferes in the management and operations of the Mangaung Metro?

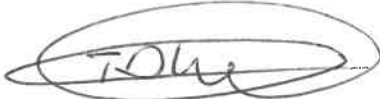
Response: The Accounting Officer is unfortunately not in a position to respond to such a question which borders on speculation. It will be appreciated if tangible documentary proof supporting such allegations, can be submitted, so that same can be handled appropriately in line with applicable legislation.

Question 11:

Is it true that he in his position as an ANC official interferes in the political governance and management of the Mangaung Metro?

Response: Refer to response in ten (10) above.

Yours faithfully

A handwritten signature in black ink, which appears to be 'Tebogo Motlashuping', is enclosed within a hand-drawn oval.

Tebogo Motlashuping

Acting City Manager

Date: 15/2/2023

JOB DESCRIPTION FORM

(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
Municipality	Mangaung Metro Municipality
Post Title	General Manager: Strategic Support
Number of Posts	1
Job Grade	
Date Grade Authorised	
Post Identification No/s.	
Name of Incumbent(s) and Service Numbers:	

A.2 LOCATION OF POST (The departments or service units and sub divisions within which the post or posts are located. Use the terminology used in your municipality)	
Directorate	
Sub-directorate	

A.3 SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
Immediate Subordinates	
Job Title(s):	Post Identification No (s).

Attach a copy of the approved organogram.

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1 JOB PURPOSE
<p>Manages key administrative and operational requirements for the Chief Financial Officer through the implementation of financial policies, procedures, systems and controls guiding critical interventions, applications and outcomes; providing professional support and assistance to the Finance functionality; controlling the operational dimensions and outcomes ensuring that departmental priorities are adequately addressed and attended to; managing knowledge management, e-communications, strategic processes (IDP, performance plan, organizational scorecard and SDBIP reviews); mentoring and developing staff, managing the training requirements for the functionality; and ensuring that key functional areas are aligned towards sustaining and improving the efficiencies of the Finance Directorate.</p>

B.2 DUTIES OF THE POST		
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	<p>A. FUNCTIONAL FINANCE STRATEGIC SUPPORT</p>	
1.1.	<p>PLANNING AND FINANCE STRATEGY ALIGNMENT</p> <p>Researches, develops and participates in the implementation of short/ medium term plans associated with the functionality by:</p> <ul style="list-style-type: none"> • Analysing performance of current finance systems against legislative requirements and best practices with a view to introducing changes to applications and methods to support accountable governance. • Interpreting and consolidating the income and expenditure estimates for specific functions, and preparing the draft budget for the functionality. • Preparing and presenting to the Chief Financial Officer forward plans and interventions designed to drive reorganisation and alignment of critical office support service functions. • Undertaking actions emanating from meetings and ensuring that EXCO/ Council decisions are implemented through drafting of action plans emanating from workshops/ strategic meetings. • Preparing papers, speeches and presentations for the Chief Financial Officer. • Scrutinizing government gazettes, legislation, policies, agendas 	<p>Functional alignment identification and reporting – Ongoing</p>

	<p>and minutes relative to the Finance Directorate in particular and Local Government in general.</p> <ul style="list-style-type: none"> • Participating in strategic issues in terms of management of processes, statistical research and drafting of decisions, aides and discussion documentation. <p>In order to ensure key service delivery requirements associated with the Office of the Chief Financial Officer are identified and encapsulated in service delivery plans.</p>	
<p>1.2</p>	<p>PERSONNEL AND PERFORMANCE MANAGEMENT</p> <p>Controls the Key Performance Indicator's and outcomes of personnel and processes within the Finance Directorate by:</p> <ul style="list-style-type: none"> • Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory regulations. • Conducting appraisals to measure performance against agreed objectivities, counseling and consulting with personnel on developmental goals, career paths and, short-term targets and standards. • Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace applications and preparing progress and assessment reports for inclusion into the consolidated Skills Development Plan of the Unit. • Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures and Codes of Good Practice encapsulated in Employment Legislation. <p>In order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Directorate to contribute positively to the service level objectives and outcomes.</p>	<p>Ongoing</p> <p>Appraisals - Quarterly</p>

<p>2.</p> <p>2.1</p>	<p>B. FINANCIAL ADMINISTRATIVE FUNCTIONS</p> <p>POLICIES, PROCEDURES AND SYSTEMS</p> <p>Manages and controls outcomes associated with the implementation of specific policies, procedures, systems and controls and forwards/ presents recommendations to support amendments to the Chief financial Officer by:</p> <ul style="list-style-type: none"> • Perusing and actioning Council and Executive Committee resolutions pertaining to specific activities of the directorate. • Evaluating the adequacy of current policies and contractual service level agreements and, assessing commenting on the need for change and alignment of terms and conditions to best practices, financial requirements and legislation. • Monitoring the adequacy of current office procedures, systems and controls through analysis and review of reports with respect to specific office support functions and, drafting recommendations on specific amendments to procedures to stimulate and maintain efficiency. <p>In order to ensure policies and procedures contribute to the efficiency and effectiveness of the directorate and supports the accomplishment of service delivery objectives.</p>	<p>Policy input-As and when required</p> <p>Procedure review – Ongoing</p>
<p>3.</p> <p>3.1.</p>	<p>C. OPERATIONAL MANAGEMENT</p> <p>CONTINUOUS IMPROVEMENT</p> <p>Manages the evaluation and review of the Operations Plan against key deliverables as identified in the Municipality's Integrated Development Plan by:</p> <ul style="list-style-type: none"> • Managing the Office of the Chief Financial Officer and providing professional support to the Chief Financial Officer pertaining to daily running of the office, dealing with crises, IT Systems, providing suggestions regarding treasury issues, etc. • Undertaking research work, including statistical research, research into financial legislation, best practices, enquiries with external organizations, internet research to inform policy/ decision making of the Chief financial Officer. • Coordinating and monitoring special projects on behalf of the 	<p>Ongoing</p>

	<p>Chief Financial Officer and ensuring that the objectives of the projects/ program are met.</p> <ul style="list-style-type: none"> • Coordinating Council-wide programs, Public Service Week and City Stars Programs. • Coordinating, researching and preparing reports, recommendations and publications on a first principle basis, and preparing documentation, speeches and presentations independently for the Chief Financial Officer. • Drafting business, performance and strategic plans for the Finance directorate, monitoring the IDP, SDBIP, Organizational Scorecard and performance plans. • Coordinating responses to queries raised by the Auditor General, participating in the public budget hearing process and identifying alternate sources of income to the Municipality by undertaking research into international donors and other potential funding agencies, as well as possible new taxes for the City and levy. • Identifying cost saving measures that the City can implement through a good understanding of business, verifying that the focus of the directorate's projects and programs are in line with the IDP/ SDBIP. • Attending to the Champion Knowledge Management, IDP review process and e-communications, attending council- wide meetings, workshops and presenting on changes. • Participating in projects such as reviewing the internet and intranet service provider, implementation of financial systems, guides for consistency with regard to databases and applications, internet and intranet policies, e mail policy, etc. <p>In order to ensure that the activities of the directorate are monitored and appropriate interventions identified to enable improvement to current levels of service and sustainability.</p>	
<p>4.</p> <p>4.1.</p>	<p>D. ADMINISTRATION</p> <p>INFORMATION MANAGEMENT AND RECORDKEEPING</p> <p>Manages procedural administrative requirements and reporting deadlines associated with the functionality by:</p> <ul style="list-style-type: none"> • Verifying budget availability prior to recommending/ approving requisitions and related procedural documentation supporting 	<p>Ongoing</p>

	<p>specific requirements for support and administrative functional areas.</p> <ul style="list-style-type: none"> • Attending general Finance meetings on behalf of the Chief financial Officer and participating in the Directorate's Senior Management Team's meetings. • Verifying that all logistics are taken care of by maintaining a check list and delegating effectively. • Maintaining that agendas and minutes are done timeously and are of high standard. • Managing documentation and outstanding matters (Office Management), attending to the filing system (complying with the Archives Act, and developing an "Outstanding Matters Schedule" for the directorate. • Developing and maintaining an electronic library of all legislation and policy relating to the Finance Directory and Local Government. • Analyzing and attending to the preparation of responses to general correspondence received from the public pertaining to services and/ or queries and/ or local, provincial and state departments. <p>In order to ensure the directorate, in executing its activities, complies with laid down administrative procedures and guidelines.</p>	
4.2	<p>COMMUNICATION/ PUBLIC RELATIONS</p> <p>Undertaking the media liaison role and managing the office public relations function of the directorate by:</p> <ul style="list-style-type: none"> • Disseminating information at meetings/committees in respect of specific issues pertaining to the functionality. • Managing internal and external customer liaison queries, handling special consumer queries and complaints from ratepayers and consumers. • Responding to relevant newspaper articles and letters to the Editor pertaining to financial, property and fleet issues, and the telephonic and e- mail enquiries from journalists and the Communications Department. • Preparing press releases and forwarding to the City Manager for release after approved by the Chief financial Officer. 	Ongoing

	<ul style="list-style-type: none">• Planning, organizing and managing events, including media briefings and media interviews with the Chief Financial Officer. <p>In order to accurate information is made available enabling and supporting decision making processes and contributing to collective and common understanding of food safety strategies and plans.</p>	
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B.2 AUTHORITY OF THE POST

This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...)

The post is authorized to execute actions and decisions within the ambits of the Office of the Deputy City Manager's Administration Policy Framework and where necessary seek approval on amendments/ changes to procedures. Delegated authority for signing of invoices, cheques and relevant documents.

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

C.1 ESSENTIAL REQUIREMENTS OF THE POST

State the minimum educational, qualifications and experience that are required to perform the job competently.

Qualification	B.Comm degree with Accounting. NQF level 7 Computer literacy – Office applications. Code EB Drivers License
Reasons for essential qualification	The content of the job design argues for professional application of administrative and legislative requirements and the ability to interpret, guide and provide advice on financial and administrative processes.
Experience	5 - 6 Years.

C.2 COMPETENCIES

Key Competencies	Thorough knowledge of Local Government Accounting and Standards. Sound Public Finance Management knowledge (PFMA, GAAP, GRAP, Treasury Regulations). Performance monitoring. Ability to work under pressure. Project Management Skills and background knowledge on Municipal environment.
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C.3 PHYSICAL REQUIREMENTS OF THE POST

(Only where directly relevant to the performance of the job)

1.	Nil
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C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)

1.	Nil
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SECTION D: APPROVAL OF JOB DESCRIPTION

D.1 CERTIFIED CORRECT

We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content.

TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Head of Department				
Immediate Superior				
Union Representative				
Union Representative				
Incumbent				
Incumbent				
Incumbent				