

Date: 1 March 2023

File Reference: Filling of vacancies: HODs

Author: Adv NG Mpangane

Report Number: Designation:

Acting Head of Corporate Services

APPROVAL

1st Level: EMT (N/A)

2nd Level: Section 80 Committee (N/A)

3rd Level: MAYCO (N/A)

4th Level: Council (28/02/223)

READVERTISEMENT OF VACANT POSITIONS OF HEADS OF DEPARTMENTS AT MANGAUNG METROPOLITAN MUNICIPALITY IN ACCORDANCE WITH THE LOCAL GOVERNMENT MUNICIPAL SYSTEMS ACT AS AMENDED AND REGULATIONS

1. PURPOSE

The purpose of this report is to:

1.1 The purpose of this submission seek approval of council to:

1.1.1 readvertise the positions of senior managers accountable to the city manager in accordance with the Municipal Systems Act and Regulations.

1.1.2 approve the recruitment of the following HOD positions _

(1) HOD- Corporate Services.

(2) HOD Engineering Services.

(3) Chief Financial Officer.

(4) HOD, Planning, Economic, Rural Development and Human Settlements.

(5) HOD Public Safety.

(6) HOD Community Services and Waste Management.

(7) HOD corporate planning, quality assurance, monitoring and evaluation (Office of City Manager)

1.1.3 the selection panel for the for the following HOD positions

2. BACKGROUND

- 2.1 On 07 November 2022, council approved the approved the advertisement of Heads of Departments after adoption of macro-organisational structure. The positions were advertised in November with closing date of 09 December 2022.

3 DISCUSSION

- 3.1 The positions of Heads Corporate Services, Head Technical Services and Chief Executive Officer were advertised with closing date 09 December 2022. The report to council requesting appointment of selection panels for furtherance of the recruitment, selection and appointment processes for senior managers was withdrawn at council meeting held on 19 December 2022 to allow the Executive Mayor further consultation with multy party which took place on 20 December 2022.
- 3.2 Due to the withdrawal of the council item for appoint of selection panel, the shortlisting process that should have occurred 30 days after closing date of the advert in line with the regulations lapsed on 10 January 2023 and the recruitment process could not be carried forward because to date the selection panels have not been appointed by council. It is worth noting that the appointment of selection panels is critical to furtherance the recruitment, selection and appointment of senior managers.

4 LEGISLATIVE PROVISIONS

- 4.1 The relevant piece of legislation that regulates the appointment of managers directly accountable to the municipal manager is as follows, namely: Local Government: Municipal Systems Amendment Act. Section 56 (1) (a)(ii) of Amendment Act provides that a municipal council, after consultation with the municipal manager, must appoint an acting manager directly accountable to the municipal manager under circumstances and for a period as prescribed.
- 4.2 Furthermore, the Regulations for appointment of senior managers prescribe that council must establish selection panels to conduct recruitment and selection and make recommendation to council to appoint the recommended candidates.

5. DELEGATIONS

- 5.1 The Executive Mayor oversee the administration component of the municipality.

6. IMPLICATIONS

6.1. FINANCIAL

(a) The municipality has incurred fruitless and wasteful expenditure for readvertisement.

No	Discovery Date	Reported to the Account ¹ ing Officer	Date of payment	Amount	Payee	Purpose

¹ Information provided by the office of the acting Chief Financial Officer

2	27/02/2023	No	18/11/20 22	R58. 180.80	Media 24 City Press	Advertisement
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(b) The estimated costs for readvertisement are like the expenditure incurred depending on the size of the advert. It is prudent that council must appoint selection panels prior readvertisement. Th positions must be readvertised at intervals starting with the advert of three positions followed by 4 positions.

6.2. LEGAL

(a) Municipal council must appoint selection panel for the recruitment, selection and appointment of managers accountable to the City Manager in accordance with the Regulations

6.3. COMMUNICATION

None

6.4. COMMUNITY & SERVICE DELIVERY

The absence of head of administration impacts on development of long-term visions and strategies to improve service delivery. The uncertainty, high turnover of the municipal manager and managers reporting to the municipal manager brings in instability in administration, uncertainty, lack of continuity in administration leading to different approaches and turn around strategies.

7. RECOMMENDATION

IT IS RECOMMENDED THAT COUNCIL:

- (a) note that the computation of time for shortlisting of applications of the advertised position of the Chief Financial Officer, Heads of Department Technical Services and Corporate Services has since lapsed on 10 January 2023.
- (b) Mandate the MPAC Committee to investigate the UIFWE relating to the selection, recruitment and appointment of the Heads of Department and report back to the Council;
- (c) Approve readvertisement of the following positions of senior managers accountable to the municipal manager in accordance with the Municipal Systems Act and the Regulations;
 - (1) HOD- Corporate Services.
 - (2) HOD Engineering Services.
 - (3) Chief Financial Officer.
 - (4) HOD, Planning, Economic, Rural Development and Human Settlements.
 - (5) HOD Public Safety.
 - (6) HOD Community Services and Waste Management.
 - (7) HOD corporate planning, quality assurance, monitoring and evaluation (Office of City Manager)
- (8) Approve that all vacant positions of senior managers accountable to the City Manager be filled within 3 months.

(9) Consider and approve report on appointments of selection panels withdrawn in council of 19 December 2023 by appointing selection panels to recruit, selection and appointment of Heads of Departments as follows:

- a. HOD : Corporate Services
 - i. **Chairperson** – City Manager
 - ii. **Panel Member** – MMC responsible for the portfolio
 - iii. **Panel Member** – Expert in LG human resource and systems
 - iv. **Panel Member** – Expert in Municipal and cooperative governance systems
 - v. **Panel member** - Expert in legal governance and ICT;
 - vi. **Observer: NCR Governance Expert**
- b. CFO
 - i. **Chairperson** – City Manager
 - ii. **Panel Member** – MMC responsible for the portfolio
 - iii. **Panel Member** – Expert in Revenue Management
 - iv. **Panel Member** – Expert in budgeting
 - v. **Panel Member - Expert in Municipal Finance**
 - vi. **Observer- NCR Finance Expert.**
- c. HOD Engineering Services
 - i. **Chairperson** – City Manager
 - ii. **Panel Member** – MMC responsible for the portfolio
 - iii. **Panel Member** – Expert in LG Built environment
 - iv. **Panel Member** – Expert in engineering with experience on MEGA projects
 - v. **Panel Member** – Expert in project planning, and budgeting.
 - vi. **Observer** – NCR Service Delivery
- d. HOD Planning, Economic and Rural Development and Human Settlements
 - i. **Chairperson** – City Manager
 - ii. **Panel Member** – MMC responsible for the portfolio
 - iii. **Panel Member** – Expert in local economic development
 - iv. **Panel Member** – Expert in human settlements
 - v. **Panel Member** – Expert in urban and regional planning
 - vi. **Observer** – NCR Service Delivery
- e. HOD Community Safety and Waste Management
 - i. **Chairperson** – City Manager
 - ii. **Panel Member** – MMC responsible for the portfolio
 - iii. **Panel Member** –Expert in waste management
 - iv. **Panel Member** –Expert in municipal health services.
 - v. **Panel Member** –Expert in municipal services.
 - vi. **Observer** – NCR Service Delivery

- f. HOD Corporate Planning, Quality Assurance, Knowledge Management
 - i. **Chairperson** – City Manager
 - ii. **Panel Member** – MMC responsible for the portfolio
 - iii. **Panel Member** – Expert in corporate planning
 - iv. **Panel Member** – Expert in municipal audit, risk and fraud management.
 - v. **Panel Member:** Expert in integrated planning, monitoring and Evaluation.
 - vi. **Observer** – NCR Service Delivery

- g. HOD Public Safety
 - i. **Chairperson** – City Manager
 - ii. **Panel Member** – MMC responsible for the portfolio
 - iii. **Panel Member** – Expert in road traffic management
 - iv. **Panel Member** – Expert in community safety and security
 - v. **Panel Member** – Municipal health services (environmental health)
 - vi. **Observer** – NCR Service Delivery

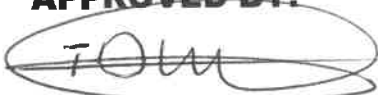
8. WRITTEN BY:



Adv N Mpangane
ACTING HOD: CORPORATE SERVICES

01/03/2023
DATE

9. APPROVED BY:



T Motlashuping (Mr)
ACTING CITY MANAGER

01/03/2022
.....
DATE

10. APPROVED BY:



Ms Mapaseka Nkoane (Ms)
DEPUTY EXECUTIVE MAYOR

01/03/2023
.....
DATE

11. RATIFIED BY:

MS Gugu Malaza
NATIONAL CABINET REPRESENTATIVE



DATE 01/03/2023

12. ANNEXURES

12.1 ANNEXURE A:

COPY OF EXPIRED ADVERTISEMENT

12.2 ANNEXURE B:

**REPORT ON THE APPOINTMENT OF SELECTION PANELS FOR THE
RECRUITMENT OF MANAGERS DIRECTLY REPORTING TO THE MUNICIPAL
MANAGER.**

12.3 ANNEXURE C :

**12.4 REGULATORY FRAMEWORKS ATTACHED ON REPORT FOR THE
APPOINTMENT OF CITY MANAGER**

ROAD MAP TOWARD RECRUITMENT, SELECTION AND APPOINTMENT OF SEVEN (7) HEADS OF DEPARTMENTS

ACTION	TIMEFRAMES		RESPONSIBILITY	VARIABLES
	Number of Days	START END		
<p>1. Obtain approval from municipal council to readvertise the vacant post The submission to council readvertise and appoint selection panel members.</p>		03 March 2023 03 March 2023	Municipal Manager/ Mayor	Delays in approvals
<p>2. Advertisement of vacant post The post must be advertised in a newspaper circulating nationally and the province where the municipality is located.</p>	14 days	05 March 2023 (readvertisement) 19 March 2023	AHOD: Corporate Services	Delay in compiling a job description, confirming advertisement

Issue an invite to the selection panel						
<p>3. Compiling a long list This activity entails the process to take all applicants and sort out the candidates that are not fulfilling the requirements. This is the step where the formal requirements for a job are checked. This include the years of experience, the educational requirements, checking for relevant work experience etc.</p>	<p>Within 5 days after the closing date of the advertisement (can be done during the advertisement stage)</p>	20 March 2023	24 March 2023	AHOD: Corporate Services	Number of applications received	
<p>4. Compiling a shortlist Analyse applicants according to their skills, competencies, qualification and experience.</p>	<p>Within 3-5 days within after the compilation of long list (can be done after closing date)</p>	27 March 2023	30 March 2023	Selection panels	Selection panel availability. Number of applications received	

<p>5. Screening of candidates Ensure that academic qualification, experience and competencies are verified; reference checks conducted; current and previous employer contacted; details of any dismissal for misconduct and any disciplinary actions.</p>	21 days	01 April 2023	15 April 2023	AHOD: Corporate Services	Delay in receiving screening reports
<p>6. Interviews, competency assessment and selection One key challenge is to get all the right people, i.e. all applicants, all panel members into the same time zone and make sure they are reachable i.e. not traveling, being in a location with connectivity etc. Depending on the complexity of the job, several rounds of interviews can be conducted.</p>	5 days	15 April 2023	30 April 2023	Selection panel	Availability of candidates / selection panel members. Suitable candidate not recommended or found
<p>7. Submission of report and recommendation to MAYCO and municipal council/ appointment made</p>	10 days	03 May 2023	10 May 2023	Municipal Manager/ Mayor	Delay in council approving the appointment.

8. Submission of report to the MEC	14 days	24 May 2023	Municipal Manager/ Mayor	
9. Submission of the report to the Minister	14 days	06 June 2023	MEC	
10. Total turnaround time	+ - 55 days			

Days which may be limited

A



VACANCIES X 3

Head: Corporate Services | Chief Financial Officer | Head: Technical Services

Closing date: 09 December 2022

The Mangaung Metropolitan Municipality hereby invites suitably qualified applicants from experienced, qualified, innovative, committed and en-ergetic individuals with vision, for appointment to the following positions, which will be based in Bloemfontein (Head Office):



Vacancy: Head Corporate Services (Ref. No. ED6/01) - Director: Corporate Services (Permanent Position)

REMUNERATION: The annual total remuneration package of the incumbent will be in terms of the Municipal Systems Act: Category 7 Municipality annual remuneration package will be payable, R 1 354 200 (minimum), R 1 596 747 (mid-point), R 1 876 176 (maximum)

PURPOSE: Directs and controls key performance areas of the directorate through implementation of policies, procedures, systems, and controls, guiding critical interventions, applications, and outcomes by providing advice and support with respect to specific functional requirements and controlling the operational dimensions related to key departmental priorities.

DUTIES & RESPONSIBILITIES: The Head: Corporate Services shall: Oversee optimal functioning of Human Resources and Development systems, policies, procedures, and controls | Ensure adequate provision of digital and technological solutions to the organisation | Lead and initiate opportunities to enhance internal relationships between management, unions and employees, and support processes to maximise a collaborative working relationship | Ensure efficient and effective support is rendered to the offices of Public Office Bearers and the Municipal Manager | Ensure an effective provision of a facilities and fleet services to the municipality

AUTHORITY: The incumbent is required to operate within bylaws, resolutions and policies of Council, as well as any other legislative requirements | The incumbent has to perform functions as delegated in the delegation of powers and functions | The incumbent has to develop and ensure implementation of policies and strategies and recommend those for Council approval.

QUALIFICATIONS: At least NQF level 7 in the fields of Law/ Public Administration or equivalent | Required Minimum Competency Level in prescribed Unit Standards (CPMD) (as per Government Gazette No. 29967 of 15 June 2007 Municipal Regulations on Minimum Competency Levels).

EXPERIENCE: A minimum of seven (07) years at senior and middle management level, of which at least four (04) years must be at senior management level | Knowledge of the local government/public sector environment or sound business experience in a corporate environment.

CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES: Strategic Leadership and Management | Operational Financial Management | Governance, ethics and values in Financial Management | Risk and Change Management | Project Management | Legislation, Policy and Implementation | Supply Chain Management | Audit and Assurance.

VACANCY - CHIEF FINANCIAL OFFICER (Ref.No. ED6/02) DIRECTORATE: FINANCE (PERMANENT POSITION)

REMUNERATION: The annual total remuneration

package of the incumbent will be in terms of the Municipal Systems Act: Category 7 Municipality annual remuneration package will be payable, R 1 354 200 (minimum), R 1 596 747 (mid-point), R 1 876 176 (maximum)

PURPOSE: Contribute to the municipal financial planning processes to give effect to the long term operational and strategic goals of the municipality.

DUTIES & RESPONSIBILITIES: The Chief Financial Officer shall: Develop, manage and control the short- and medium-term capital and operating budgets of the municipality | Monitor expenditure and recommend and implement corrective measures to rectify deviations to budgetary provisions and audit requirements | Consolidate and provide financial accounting-related information for the annual report in compliance with relevant financial reporting standards | Comply with Municipal Finance Management Act (MFMA), Supply Chain Management and all other municipal finance regulations.

AUTHORITY: The incumbent is required to operate within bylaws, resolutions and policies of Council, as well as any other legislative requirements | The incumbent is required to advise Council and the City Manager on all financial matters in the Municipality so that well-informed decisions can be made | The incumbent has to perform function as delegated in the delegation of powers and functions | The incumbent recommends for approval to Council appropriate tariffs, budgets, new loans, debt write-offs etc.

KEY PERFORMANCE AREAS: The successful incumbent will be accountable to the Accounting Officer and will be responsible for the following: Advise and assist the Accounting Officer and Senior Managers in the exercise of the powers and functions assigned and delegated in terms of the MFMA and other relevant legislation | Ensure the effective implementation of the Municipal Finance Management Act and relevant regulations | Monitor compliance with the Municipal Finance Management Act and relevant regulations | Ensure compliance with best practice accounting norms and standards | Foster a good working relationship with the Auditor General's Office and other stakeholders | Contribute to policy development

AREAS OF RESPONSIBILITY: The Chief Financial Officer is the administrative head of the Budget and Treasury Office that has the following delegated core functions: Budget preparation, monitoring and reporting | Accounting | Analysis and financial reporting | Cash Management | Debt Management | Supply Chain Management | Financial Management | Asset Management

QUALIFICATIONS: At least NQF level 7 in the fields of Accounting/ Finance/ Economics. ADDED ADVANTAGE: Registered as a Chartered Accountant (SA) | Required Minimum Competency Level in prescribed Unit Standards (CPMD) (as per Government Gazette No. 29967 of 15 June 2007 Municipal Regulations on Minimum Competency Levels).

EXPERIENCE: A minimum of seven (07) years at senior and middle management level, of which at least four (04) years must be at senior management level | Knowledge of the local government environment or sound business experience in a

commercial environment.

CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES: Strategic leadership and management People Management | Program and Project Management | Strategic Financial Management | Operational Financial Management | Risk Management | Legislation, policy and implementation | Change Leadership | Governance Leadership | Audit and Assurance | Supply Chain Management | Leading the team | Information seeking and sharing

VACANCY - HEAD: TECHNICAL SERVICES (Ref.No. ED6/03) DIRECTORATE: TECHNICAL SERVICES (PERMANENT POSITION)

REMUNERATION: The annual total remuneration package of the incumbent will be in terms of the Municipal Systems Act: Category 7 Municipality annual remuneration package will be payable, R 1 354 200 (minimum), R 1 596 747 (mid-point), R 1 876 176 (maximum)

PURPOSE: Develop, deliver and sustain key infrastructure for the provision of essential engineering solutions and services.

DUTIES & RESPONSIBILITIES: The Head: Technical Services shall: Drive energy demand management, operate and maintain transmission networks and retail operations | Deliver on the assigned mandate for Technical Services pertaining to Water Services Authority and Water Provider | Deliver on revenue commitments by driving the minimisation of losses | Provide oversight of the construction, maintenance, and control of accessible municipal road networks and infrastructure | Expedite capital projects to agreed quality, budget and timelines.

AUTHORITY: The incumbent is required to operate within the laid down policies and procedures of Council, as well as bylaws and any other legislative requirements | The incumbent has to develop and ensure implementation of policies and strategies and recommend those for Council approval | The incumbent has to perform function as delegated in the delegation of powers and functions.

QUALIFICATIONS: At least NQF level 7 in the fields of Engineering/ Bachelors Degree or B Tech: Engineering or equivalent and Pr. Eng registered with ECSA | Required Minimum Competency Level in prescribed Unit Standards (CPMD) (as per Government Gazette No. 29967 of 15 June 2007 Municipal Regulations on Minimum Competency Levels).

EXPERIENCE: A minimum of seven (07) years at senior and middle management level, of which at least four (04) years must be at senior management level | Knowledge of the local government/public sector environment or sound business experience in the environment and engineering environment. | Added Advantage: Certificate of competency as required in terms of the General Machinery Regulations, 1998 | or Registration with a recognized relevant engineering professional body.

CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES: Strategic Leadership and Management | Operational Financial Management | Governance, ethics and values in Financial

Management | Risk and Change Management | Project Management | Legislation, Policy and Implementation | Supply Chain Management | Audit and Assurance

The appointments will be made in compliance with the provisions of section 56 of the Local Government: Municipal Systems Act, No. 32 of 2000 (as amended).

Canvassing for appointment to the position and corroborating proof thereof will result in the automatic disqualification of a candidate.

The municipality will not take responsibility for information not mentioned in applications.

The successful candidate(s) will have to sign an employment contract and performance agreement and disclose financial interests.

Shortlisted candidates will undergo security vetting. All potential candidates recommended for appointment will undergo competency assessments.

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

If no reply to your application has been received within 90 days of the closing date, you should consider your application as being unsuccessful.

SUBMISSION OF APPLICATIONS: Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website www.mangaung.co.za

Completed Application Forms must be accompanied by the following documents: comprehensive CV, certified copies of Certificates, Qualifications, Identity Document and Driver's Licence. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.

Applications should be submitted through any of the following channels:

Via email to the relevant address:

For HQD: Corporate Services:

HQD.CS@mangaung.co.za

For Chief Financial Officer:

HQD.CFO@mangaung.co.za

For HQD: Technical Services:

HQD.TS@mangaung.co.za

Post sealed applications to: City Manager, Mangaung Metropolitan Municipality, P.O. Box 3704, Bloemfontein, 9301

Hand-deliver in sealed envelopes to: Room 510, Bram Fischer Building, Cnr Nelson Mandela Drive & Markgraaf Str, Bloemfontein

Contact person: All enquiries may be directed to the Manager: Employment at thabang.mpehli@mangaung.co.za or Tel: 051 405 8282

The closing date in respect of the positions is 09 December 2022 at 15:30.

ACTING CITY MANAGER TEBOGO MOTLASHUPING



MANGAUNG METROPOLITAN MUNICIPALITY

VACANCY: CHIEF TECHNOLOGY OFFICER

The Mangaung Metro Municipality is an employer of choice, committed to the principles of the Employment Equity Act NO. 55/98 as amended. The appointment to the below stated positions will be done in line with MMM's equity targets. The Mangaung Metropolitan Municipality hereby invites suitably qualified applicants from experienced, qualified, innovative, committed, and energetic individuals with vision, for appointment to the following position, which will be based in Bloemfontein (Head Office).

VACANCY: CHIEF TECHNOLOGY OFFICER (Ref. E04/01)

DIRECTORATE: CORPORATE SERVICES
Sub-Directorate: Information Communication & Technology
One (01) Post, Salary Level: GM Level Total Cost: R 1 454 436 / R 1 575 744 / R 1 706 400 per annum

QUALIFICATIONS AND EXPERIENCE:

- NQF 6 level with the relevant ICT qualification in the field of Business or Computer Science or Information Technology plus a valid driver's license plus five (05) to eight (08) years' experience in the information technology discipline.
- Four (04) years' experience at a supervisory level in an information technology environment in a medium to large organisation will serve as an added advantage.

Core Description: The successful candidate will be responsible for the following:

- Identify, compare, select and implement technology solutions to meet current and future needs. Develop, track and control the development of annual operating and capital budgets for purchasing, staffing and operations. Manage and optimize infrastructure assets to satisfy internal financial targets. Create overall technology standards and practices and ensure adherence. Consolidate our technology platforms and create plans for each. Track, analyse and monitor technology performance metrics. Oversee all system design and changes in system architecture.

ADDITIONAL REQUIREMENTS:

- Language Proficiency in at least two official languages of Council;
- Detailed knowledge of the local hardware and software environment, including operating systems, utilities and software products in use;

- Above average theoretical knowledge, problem solving ability and a thorough understanding of computer hardware architecture and advance software methods and techniques;
- Knowledge of policies and procedures;
- Budget management skills;
- Project management skills;
- Good management skills;
- Good planning skills;
- Attention to detail;
- Reports preparation and presentation; and
- Attention to performance monitoring.

SUBMISSION OF APPLICATIONS:

- Applications must be made on a prescribed Application Form for Employment which may be downloaded from the Municipal Website www.mangaung.co.za
- Completed Application Forms must be accompanied by the following documents: comprehensive CV, certified copies of Certificates, Qualifications, Identity Document and Driver's Licence. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
- Applications should be forwarded by email to cto@mangaung.co.za or hand delivered in sealed envelopes at: Room 510, 5th Floor, Bram Fischer Building, De Villiers Street, Bloemfontein or posted to P.O. Box 3704, Bloemfontein, 9300.

CLOSING DATE: 25 NOVEMBER 2022 AT 16H30

Contact person: All enquiries may be directed to the **Manager: Employment** at thabang.mpele@mangaung.co.za or Tel: 051 405 8282

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 90 days of the closing date, you should consider your application as being unsuccessful.
- The municipality will not take responsibility for information not mentioned in applications.
- The Municipality reserves the right not to make an appointment.

**ACTING CITY MANAGER
- TEBOGO MOTLASHUPING**