


VACANCIES - CHIEF FINANCIAL OFFICER | HEAD: PLANNING AND HUMAN SETTLEMENTS | HEAD: PROJECT MANAGEMENT OFFICE

The Mangaung Metropolitan Municipality is an employer of choice and hereby invites applications from suitable qualified, experienced, innovative, committed visionary leaders for appointment to the following positions, which will be based in Bloemfontein (Head Office). The appointments will be made in terms of Sections 54(a) and 56 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), as amended. Mangaung Metropolitan Municipality promotes and applies the principles of employment equity, in line with the City's Employment Equity plan.


**CHIEF FINANCIAL OFFICER (Ref. No. E06/01)
FINANCE DEPARTMENT (re-advertisement)**

REMUNERATION: Category 7 annual all-inclusive remuneration package between: Minimum R 1,415,748-00 Midpoint R 1,669,319-00 Maximum R 1,961,448-00, as **determined by the Minister responsible for local government and published in Government Gazette No. 48789** of 14 June 2023.

CONDITION OF EMPLOYMENT: Appointment will be on a permanent basis and will be subject to signing an employment contract, annual performance agreement as well as disclosing financial interest.

APPOINTMENT REQUIREMENTS: At least a Post Graduate Degree or qualification in the fields of Accounting, Finance, or Economics registered on the National Qualifications Framework at NQF Level 8 with a minimum of 120 credits. Registration as a Chartered Accountant (SA) will be an added advantage. A minimum of seven (07) years at senior and middle management level, of which at least (2) two years must be at senior management level. Registration with a relevant professional body will be an added advantage. Proven experience in successful institutional transformation in the public and or private sector. Compliance with the minimum competency levels as prescribed in Government Gazette No. 29967 of 15 June 2007 as amended in terms of Government Gazette No. 41996 of 26 October 2018 is essential. Candidates who are not in possession of the Certificate in Municipal Finance will be expected to obtain such certificate within a period of 18 months from the date of appointment.

KNOWLEDGE: Advanced knowledge and understanding of relevant policies and legislation. Advanced knowledge and understanding of institutional governance systems and performance management. Advanced understanding of Council operations and delegations of powers. Good governance skills. Budget and financial management skills. Good knowledge of supply chain and revenue management and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Good governance.

LEADING COMPETENCIES: Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills.

CORE COMPETENCIES: Moral competence; planning and organising skills; analysis and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure.

KEY PERFORMANCE AREAS: The Chief Financial Officer will 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. 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. Monitor compliance with the Municipal Finance Management Act and all other municipal finance 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. 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 and Asset Management. 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.

**HEAD OF DEPARTMENT: PLANNING &
HUMAN SETTLEMENTS
(Ref. No. E06/02)**

REMUNERATION: Category 7 annual all-inclusive remuneration package between: Minimum R 1,415,748-00 Midpoint R 1,669,319-00 Maximum R 1,961,448-00, as **determined by the Minister responsible for local government and published in Government Gazette No. 48789** of 14 June 2023.

CONDITION OF EMPLOYMENT: Permanent Employment Contract and the appointed candidate will be required to sign employment contract, annual performance agreement and to annually disclose his/her financial interest.

APPOINTMENT REQUIREMENTS: Bachelor of Science Degree in Building Sciences / Architect / Bachelors Degree in Town and Regional Planning / Development Studies or equivalent as recognised by SAQA | A minimum of seven (07) years at senior and middle management level, of which at least (2) two years must be at senior/executive management level. Have proven successful Professional Development/ Town and Regional Planning and build environment and or economic development experience. Post graduate qualification and Project Management Certificate or Diploma; or Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002) will be an added advantage. Compliance with the minimum competency levels as prescribed in Government Gazette No. 29967 of 15 June 2007 as amended in terms of Government Gazette No. 41996 of 26 October 2018 is essential. Candidates who are not in possession of the Certificate in Municipal Financial Management will be expected to obtain such certificate within a period of 18 months from the date of appointment. No criminal record (excluding previous convictions related to political activities under the previous dispensation) and the applicant must undergo security vetting. Undergo a competency assessment. Computer literacy.

LEADING COMPETENCIES: Strategic direction

and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills.

CORE COMPETENCIES: Moral competence; planning and organising skills; analysis and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure.

KEY PERFORMANCE AREA: The Head of Department reports to the City Manager and assume overall responsibility over management and administration of the Departments responsible for Municipal Planning, and Integrated Human Settlements. | Provide strategic leadership and oversee implementation of investment attraction programmes. Oversee climate change strategies, integrated environmental management and conservation practices | Control, manage, and monitor the budget of the Department. This includes motivating the Department's budgetary needs for approval by Council and monitoring expenditure against the budget. | Represent the Department in all meetings, conferences, and forums etc. that are relate to the work of the Department. | Facilitates the funding of all planning and development projects in the municipality. |

**OFFICE OF THE CITY MANAGER
HEAD OF DEPARTMENT- PROJECT
MANAGEMENT OFFICE (PMO)
(Ref. No. E06/03)**

REMUNERATION: Category 7 annual all-inclusive remuneration package between: Minimum R 1,415,748-00 Midpoint R 1,669,319-00 Maximum R 1,961,448-00, as **determined by the Minister responsible for local government and published in Government Gazette No. 48789** of 14 June 2023.

CONDITION OF EMPLOYMENT: Permanent Employment Contract and the appointed candidate will be required to sign employment contract, annual performance agreement and to annually disclose his/her financial interest.

APPOINTMENT REQUIREMENTS: Bachelor's Degree within the Engineering / Built Environment / Project Management or Social Sciences. Professional registration with relevant Professional Body at PR level (SACPLAN, ECSA, SACQSP, SACPCMP, SACAPSA). A minimum of seven (7) years' experience in senior management preferably in the Government sphere of which (2) two years should be in Professional/Senior/ Executive Management level within government /public and or municipal Built environment. Computer literacy in MS Office applications. Effective communication skills in at least two of the three dominant Free State official languages. Must be methodical and have attention to detail. Valid driver's license.

KEY PERFORMANCE AREAS: Prepare annual capital programme and budget requirements. Monitor compliance to National Treasury's built environment performance plans (BEPPS). Manage reporting by liaising with BEPP related grants implementation Departments. Plan, coordinate and monitors implementation capital

and catalytic projects in collaboration with user Departments. Analysis trends, capital and operating requirements to establish funding/ expenditure for the various Departments. Coordinate and Support user Departments with specifications for all civil design and construction projects. Manage negotiation with private developers regarding servicing requirements and provides engineering consulting services to all Departments. Coordinate and Support user Departments with preparation of documentation and specifications for tenders. Coordinate and Support user Departments with all civil engineering contracts and resolve contract disputes. Coordinate and Support user Departments with compliance with relevant legislation and by-laws. Coordinate and Support user Departments with strategic capital and catalytic projects services. Coordinate and Support user Departments with the preparation of the Municipality's annual capital programme and budget requirements. Coordinate and ensure compliance to National Treasury's built environment performance plans (BEPPS). Provide reporting support to the City Manager and Heads of Department by liaising with BEPP related grants implementation Departments. Plans, co-ordinates and monitors implementation of the Municipality's capital and catalytic projects. Monitor and coordinate cost effective road infrastructure maintenance and upgrades by supporting user Departments.

LEADING COMPETENCIES: Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills.

CORE COMPETENCIES: Moral competence; planning and organising skills; analysis and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure.

PLEASE NOTE:

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. People living with disabilities and women are encouraged to apply. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted, and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent

submissions may also lead to criminal charges being laid against persons involved in submission thereof.

NOTE: The Mangaung Metropolitan Municipality is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) for the advancement of previously disadvantaged and disabled persons.

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 (<http://www.mangaung.co.za/wp-content/uploads/2014/11/Application-Form-Senior-Managers-MMM-2016.pdf>)

Completed Application Forms must be accompanied by the following documents: comprehensive CV, Certified Copies of Certificates, Qualifications, Identity Document and Driver's Licence. By applying for these positions, candidates give consent that their personal information may be accessed for verification purposes in adherence to the POPI Act. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof. **Short-listed candidates will be required to produce original copies of academic qualifications on the day of the interview.**

Correspondence will ONLY be entered into with shortlisted candidates. If you do not receive notifications regarding your application within one month of the closing date, kindly assume that your application was not successful. The Municipality reserves the right not to make any appointment.

- Benefits include subsidized pension, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.
- Applicants who previously applied is required to re-apply as previous applications will not be considered.
- Applications should be submitted through the following methods:
Via email to the relevant address:
Chief Financial Officer: CFO@mangaung.co.za
Head of Department Municipal Planning & Human Settlements: Planning&HumanSettlements@mangaung.co.za
Project Management Office: PMO@mangaung.co.za

OR Hand-deliver in Sealed Envelope at the Bram Fischer Building, 6th Floor, Room 640, Cnr Nelson Mandela & Markgraaff Streets, Bloemfontein.

The closing date for applications is
Monday, 5 February 2024 at 15:30

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