BUSHBUCKRIDGE
LOCAL MUNICIPALITY

The Bushbuckridge Local Municipality, an equal opportunity and affirmative action employer, seeks to appoint suitably qualified persons for the following contract position.

DEPARTMENT: CORPORATE SERVICES

LOCATION: Head Office
POSITION: MANAGER: OFFICE OF THE EXECUTIVE MAYOR
(CONTRACT APPOINTMENT LINKED TO OFFICE BEARER) X 1 POST
(REF NO: HO/2024/12)
SALARY: Entry R1 011 685.98 per annum (all inclusive)
JOB PURPOSE: Manage administrative and clerical staff

Minimum Requirements:
- Grade 12 Certificate.
- An appropriate three (3) years tertiary qualification in public administration or relevant Degree.
- Certificate in Municipal Governance is an added advantage.
- Eight years (8) or more relevant experience of which two (2) years must be at supervisory level.
- Knowledge of relevant legislation.
- Knowledge of protocol & political office support.
- Ability to forge strong, supportive, positive working relations in a matrix management environment.
- Effective communication, interpersonal, negotiation, facilitation and conflict management skills.
- Computer literacy preferably packages such as Excel, Word, PowerPoint and Access.
- Ability to work under pressure.
- Planning and organization skills.
- Valid driver's license.

Key Performance Areas:
Reporting to the Director Corporate Services, the incumbent will be responsible for the following functions:
- Oversee the day-to-day administration of the Executive Mayor's Office by ensuring correct timekeeping, maintaining appropriate discipline, etc to ensure that the office functions in accordance with set standards
- Plan and coordinate activities in the Office of the Executive Mayor
- Manage the Executive Mayor's diary & updating of the itinerary
- Compile reports for submission to the council, mayoral committees by submitting reports in order that the matter may be considered by the mayoral committee or council
- Coordinate all mayoral programmes
- Coordinate mayoral activities with the Office of the Municipal Manager
- Coordinate the responses to community issues and ensuring that the affected directorates make the required inputs to the issues raised in the memorandum.
- Ensure that an appropriate agenda is prepared and that minutes are taken and actions followed up in addition compliance to the mayoral committee report for the Executive Mayor's Office
- Facilitate and implement administrative duties assigned to the Office of the Executive Mayor
- Advise the Executive Mayor on matters of interest to the council and the Mayor' s Office
- Liaise with institutional structures and external structures in support of the Executive Mayor's roles and responsibilities
- Attend to various members of the public with queries relating to the municipality, refer them to specific departments or sometimes deal with the matter to maintain good relationship within the community
- Organize and manage events hosted by the Office of the Executive Mayor
- Manage resources including finance, administration system, personnel, equipment and other resources of the Executive Mayor's Office
- Facilitate key stakeholder consultation and involvement

LOCATION: Head Office
POSITION: PRIVATE SECRETARY TO THE EXECUTIVE MAYOR
(CONTRACT LINKED TO OFFICE BEARER) (1 POST)(REF NO: HO/2024/13)
SALARY: Entry R462 589.26 per annum (all inclusive)
JOB PURPOSE: Provide support to the Executive Mayor and coordinating meetings and travel arrangements.

Minimum Requirements:
- Grade 12 Certificate.
- Computer literacy and Secretarial Certificate.
- A valid driver's license.
- Microsoft Office knowledge.
- Good knowledge of Local Government Related Legislation and Policies.
- Five to eight (5-8) years relevant experience with supervisory experience.

Key Performance Areas:
Reporting to the Executive Secretary in the Office of the Executive Mayor, the incumbent will be responsible for the following functions:
- Handle sensitive and confidential information for the Executive Mayor.
- Reception related duties, filing, typing, safekeeping of records, keeping the mayoral diary and any other office related duties.
- Perform other duties assigned by the Executive Mayor or the Municipal Manager.
- Must be prepared to work extensive overtime including weekends, after hours and holidays.
- Arrange and schedule meetings with internal or external departments.
- Arrange and coordinate all appointments, meetings, conferences including related documentation, travel and accommodation and catering requirements.
- Liaison with clients and other departments both internally and externally on behalf of the Executive Mayor.
- Conduct research and provide information to support the Executive's decision-making.

DEPARTMENT: ECONOMIC DEVELOPMENT, PLANNING AND ENVIRONMENT

LOCATION: Head Office
POSITION: HUMAN SETTLEMENT MANAGER (1 POST)
(REF NO: HO/2024/14)
SALARY: Entry R765 173.52 per annum
JOB PURPOSE: Manage and provide Human Settlement Management Services with respect to the execution and implementation of housing development projects

Minimum Requirements:
- Grade 12
- Degree (NQF Level 7) in Construction Management/ Human Settlement or equivalent Built Environment qualification.
- Eight (8) years or more relevant experience in the built environment with two (2) years at supervisory level.
- Proven project management experience.
- Computer literate (Excel, Word and PowerPoint).
- Valid driver's licence.

Key Performance Areas:
Reporting to Director: Economic Development, Planning and Environment, the incumbent will be responsible for the following functions:
- Take strategic and operational responsibility for the human settlement function of the Municipality
- Compile the 5-year housing settlement plan
- Facilitate and implement integrated human settlement programmes
- Facilitate the prioritisation of programmes and projects related to human settlements
- Responsible for construction and project management of housing projects
- Tender management in terms of SCM processes
- Provide housing consumer education training
- Manage staff component
- Ensure that the objectives of the human settlement department are aligned with the Municipality's strategic objectives
- Submit reports to council on housing matters
- Other duties as requested from time to time

DEPARTMENT: FINANCIAL SERVICES (BUDGET & TREASURY)

LOCATION: Head Office
POSITION: BUDGET MANAGER (1 POST) (REF NO: HO/2024/15)
SALARY: Entry R765 173.52 per annum
JOB PURPOSE: Manage Municipal Budget

Minimum Requirements:
- Grade 12
- B. Com with financial accounting as a major subject:
- Eight (8) years or more relevant experience in Finance Management with two (2) years at supervisory level.
- Extensive knowledge of local government legislation relating to Budget.
- Computer literate (Excel, Word and Powerpoint).
- Valid driver's licence.

Key Performance Areas:
Reporting to Deputy Chief Financial Officer, the incumbent will be responsible for the following functions:
- Plan and perform all activities relating to budgets in compliance with requirements of the various local government legislation.
- Ensure that all budget monitoring and reporting requirements are met in accordance with local government legislation and treasury requirements.
- Render support to all Departments during the compilation of annual and adjustment budgets and provide support for all budget related matters all year round.
- Ensure that the Budget captured in the financial management system reconciles to the approved budget.
- Ensure effective implementation of Council resolutions regarding the budget.
- Provide a direction for the organization and inspire others in implementing mSCOA to ensure effective compliance and governance throughout the municipality
- Implement the overall function of mSCOA and disseminate information from both the National and Provincial Treasury to ensure that the Municipality delivers at optimal levels what these reforms bring about.
- Participate in maintaining the mSCOA structure within the Municipality to ensure the integrity and accuracy of the mSCOA structure on the financial systems and all other subsystems that are affected by the reform.
- Assist with the administering of all interfacing subsystems in conjunction with the ICT unit to ensure that the interfacing of financial and non-financial information is integrated into the financial systems for full transacting and reporting.
- Implement new initiatives and contribute to Municipal transformation and change with all aspects of mSCOA reforms to initiate Municipal transformation and change.
- Follow financial processes in place to ensure that financial administration delivery processes comply with internal control and governance standards and report on any deviations.
- Manage staff within the Budget Unit.

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Bushbuckridge Local Municipality is an equal opportunity employer that supports people living with disabilities and effectively implements affirmative action.

Applications on the compulsory prescribed application form (www.bushbuckridge.gov.za), a comprehensive CV, and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Bushbuckridge Local Municipality, Private Bag X9308, Bushbuckridge, 1280 OR hand delivered to Office no 55 at Registry Office, Head Office.

No faxed, emailed or late applications will be accepted. If you do not hear from the municipality within four (4) weeks after the closing date, please consider your application unsuccessful.

Closing date: 20 September 2024 at 16H00
Enquiries: Mr. RD Tshobete 013-065-0983 during office hours

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