



VICTOR KHANYE

LOCAL MUNICIPALITY – PLAASLIKE MUNISIPALITEIT

INTERNAL AND EXTERNAL ADVERT

Publication Date: 1 August 2021

Closing Date and Time: 19 August 2021

The Victor Khanye Local Municipality as an equal opportunity employer is committed to achieving equity in employment in respect of disability, race and gender as envisaged in the Employment Equity Plan 2019-2022 of this municipality.

N.B. Women and people with disability are encouraged to apply.

The principle of recognition of prior learning being amongst other having relevant experience and complying with a required competency level is subject to the submission of a certificate issued by the relevant Seta herein practiced by this municipality.

N.B: INTERNAL AND EXTERNAL APPLICANTS: are hereby invited from suitably qualified candidates that conform to the qualifications and requirements as stated in the recruitment advert here under to apply for the under mentioned positions:

	REFERENCE NO	DIRECTORATE	DEPARTMENT/ SECTION	POST DESIGNATION	TASK GRADE
1	MMO/01/07/2021	MUNICIPAL MANAGER	OFFICE OF THE MUNICIPAL MANAGER	Manager Strategic Planning	T16
2	TS/02/07/2021	TECHNICAL SERVICES	WATER AND SANITATION	Deputy Manager Spatial Planning and Land Use Management	T15
3	B&T/03/07/2021	BUDGET AND TREASURY	REVENUE SECTION	Assistant Manager Revenue	T13

1. OFFICE OF THE MUNICIPAL MANAGER	
REFERENCE NO:	MMO/01/07/2021
DIRECTORATE	OFFICE OF THE MUNICIPAL MANAGER
SECTION	STRATEGIC SUPPORT
POSITION	MANAGER STRATEGIC SUPPORT
PERIOD OF EMPLOYMENT	<ul style="list-style-type: none"> • Permanent subject to probation period of six (6) months
SALARY AND BENEFITS	<ul style="list-style-type: none"> ➤ T16 N1 R 45 241.00 ➤ Fixed travelling allowance of 750km pm ➤ Housing Subsidy ➤ Medical Subsidy ➤ Group Life Insurance
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> ➤ Grade 12 ➤ B.Degree in Business Management, Public Administration, Economics ➤ A Minimum of 5 Years' Experience in Senior Management in Local Government ➤ A Valid Code 8 Drivers Licence
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ➤ To create and enabling environment for business growth and community development which includes amongst others namely; ➤ Providing strategic support vision, planning expertise and operational leadership ➤ Structure programmes by developing and designing appropriate interventions in the respective focus areas as agreed by council. ➤ Provide performance management of staff by setting key performance indicators and conducting periodic assessment on that basis. ➤ Develop and manage an economic development strategy. ➤ Ensure integration of economic development plans into the municipal IDP and Budget etc. ➤ N.B: (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)

2. TECHNICAL SERVICES	
REFERENCE NO:	T&S 02/07/2021
DIRECTORATE	TECHNICAL SERVICES
SECTION	TOWN PLANNING
POSITION	DEPUTY MANAGER SPATIAL PLANNING AND LAND USE MANAGEMENT
PERIOD OF EMPLOYMENT	<ul style="list-style-type: none"> • Permanent subject to probation period of six (6) months
SALARY AND BENEFITS	<ul style="list-style-type: none"> ➤ T15 N1 R40 182.00 ➤ Fixed travelling allowance of 750km pm ➤ Housing Subsidy ➤ Medical Subsidy ➤ Group Life Insurance
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> ➤ Grade 12 ➤ Degree in Town and Regional Planning ➤ A Valid registration as professional planner in terms of the Planning Professions Act 32 of 2002 ➤ A Minimum of 5 years' relevant experience ➤ Knowledge of Spatial Planning and Land Use Management Act, National building regulations, financial regulations, procedures and polices ➤ A Valid Code 8 Driver's Licence

KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ➤ Management of the Town Planning and Regional Planning (Land Use Management, Spatial Planning and Building Control ➤ Implementation of the Spatial Planning and Land Use Act 2013(SPLUMA) and the SPLUMA by Law framed thereunder as well as the approved spatial development framework(SDF) of the Municipality ➤ Supervision and overseeing the processing of land use applications in terms of the provisions of SPLUMA and SPLUMA By-law ➤ Scrutinize building plans to ensure compliance with the town planning regulations ➤ Oversee and manage the development of integrated planning policies, strategies and guidelines ➤ Prepare proposals and site plans in conformance with codes and local and national regulations ➤ Acts as intermediary between community, developers, government entities and business ➤ Handles rezoning, site plans, special-use permits and related materials ➤ Presents development proposals to government agencies ➤ Arranges for public to review private and public development projects ➤ Supervises other planning personnel, such as consultants and developers ➤ Prepares budget and oversee expenditures ➤ Sets goals, policies and procedures for projects. ➤ N.B: (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)
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3. BUDGET AND TREASURY	
REFERENCE NO:	B&T/ 03/07/2021
DIRECTORATE	BUDGET AND TREASURY
SECTION	REVENUE SECTION
POSITION	ASSISTANT MANAGER REVENUE
PERIOD OF EMPLOYMENT	<ul style="list-style-type: none"> • Permanent subject to probation period of six (6) months
SALARY AND BENEFITS	<ul style="list-style-type: none"> ➤ T13 N1 R30 955.00 ➤ Fixed travelling allowance of 650km pm ➤ Housing Subsidy ➤ Medical Subsidy ➤ Group Life Insurance
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> ➤ Grade 12 ➤ National Diploma/B.Degree in Accounting/Economics or Financial Management ➤ A minimum of 3 Years relevant experience in Middle Management Position. ➤ A knowledge of billing and rendering accounts ➤ A Valid Code 8 Driver's Licence
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ➤ Manage the revenue management unit at head office and set the necessary rules and regulations in place to ensure proper and effective client services, revenue collection, credit control and debt collection ➤ Put processes in place to ensure timeous billing and rendering of accounts ➤ Handle escalated client queries ➤ Set tariffs, obtain approval from council, communicate changes and monitor implementation and adhere thereof ➤ Maintain and manage financial administration of the valuation roll to recovery of basic charges and assessment rates ➤ Manage the debtors services for both metered and unmetered services ➤ Study trends and provide forecasts on collections and other services and propose changes when needed

	<ul style="list-style-type: none"> ➤ Monitor adherence to the rules and regulations governing indigent program ➤ Advice the CFO and Council on revenue management issues and general administration ➤ Investigate and comment on reports submitted to council, which have financial implication ➤ Monitor transactional sequences associated with revenue management ➤ Manage special projects/programs ➤ Prepare and present the revenue management operational plans and reports to sub-committee, strategic management planning workshops and discussion groups ➤ Schedule and monitor month end and year end procedures to ensure reporting takes place as prescribed in terms of legislation and guidelines ➤ Compile specifications for system enhancement and improvements ➤ Ensure proper maintenance of the financial systems and software ➤ N.B: (FULL DETAILS ARE CONTAINED IN THE JOB DESCRIPTION)
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Kindly Note (that):

1. Any canvassing and or attempt thereto will automatically disqualify any candidate from being considered for appointment.
2. Applications must be submitted on the prescribed application for employment form which can be obtained from the Municipality's website www.victorkhanyelm.gov.za or **Human Resource Office** and must be accompanied by a detailed Curriculum Vitae, together with certified copies of all relevant qualifications and or certificates, identity document and valid & unendorsed driver's license to be hand delivered in the Application for Employment Box situated at **Human Resource Office Room 13A**, Corner Samuel Road and Van der Walt Street, Delmas 2210 or could posted to: **PO Box 6,Delmas,2210**
3. Only posted or hand delivered applications will be accepted. All applications **MUST** reach the municipality before the closing date and time to be considered – No late and or applications that are emailed and or faxed will be accepted nor considered.
4. Should any applicants not be notified or contacted of the outcome of their application within 30 days of the closing date, they should regard their applications as being unsuccessful. The Council nevertheless appreciate the interest shown by all applicants.
5. Originals of all relevant documents are required and have to be presented when invited for an interview.
6. *Further enquiries regarding the above positions can be directed to: The Acting Deputy Manager Corporate Services: A Moshaba – 013 665 6000.*

LI ZWANE
ACTING MUNICIPAL MANAGER
Notice Number 06/2021

