



**Thembisile Hani Local
Municipality**

**COPORATE
SERVICES
DEPARTMENT**

Internal Memorandum

To	:	MUNICIPAL MANAGER
From	:	MANAGER CORPORATE SERVICES
Date	:	09 MARCH 2023
Ref.	:	4/3/2/4
RE	:	ADVERTISEMENT

**KINDLY TAKE NOTE THAT THE FOLLOWING POSITIONS WILL BE ADVERTISED
INTERNAL/EXTERNAL**

**Thembisile Hani Local Municipality invites suitably qualified applicants for the
following vacant positions**

SOCIAL DEVELOPMENT DEPARTMENT

MANAGER SOCIAL DEVELOPMENT SERVICES REF: THLM/SS/01

Terms of Appointment: Permanent

Remuneration: Annual total remuneration package applicable to category 4 municipality as per Government Gazette Volume 613 No: 47538 of 18 November 2022 (upper limits of total remuneration packages payable Municipal manages and managers directly accountable to municipal manager) **Minimum: R 972, 648 Midpoint: R 1,108, 275 Maximum: R 1,257, 894**

The successful candidate will be required to sign an employment contract that should be on permanent basis and performance agreement within 60 days of employment and disclosure of financial interest. Applicants must be willing to undergo security vetting/screening and competency assessments.

Minimum skills requirements: Bachelor Degree in Social Science/Public Administration/ Law or equivalent. Minimum of five (5) years' experience at senior and middle management level. Proven successful institutional transformation within public or private sector, experience in local government. Must have completed a certificate in MFMP/CPMD in line with minimum regulation on competency level (or commit to attain such within 18 months of appointment), Good skills in conflict resolution, problem solving, Knowledge and understanding of relevant policy and legislations; Knowledge and understanding of institutional governance system and performance management; Understanding of council operation and delegation of powers as well as health services management. Registration with the South African Council for Social Services Professionals (SACSSP), or a similar recognized relevant professional body will be an added advantage, valid driver's licence and must have a motor vehicle.

Minimum required leading competencies: Strategic direction and leadership; people management, programme and project management, financial management, change management and governance leadership, ethics and values in financial management.

Minimum required core competencies: Moral competence; planning and organising, analysis and innovation, knowledge and information management, communication, results and quality focus

Key performance areas: Advise the Municipal Manager on the overall governance of the Municipality. Lead and manage various community service function such as public safety, parks and recreation management, waste and facility management, disaster management, air quality management including atmospheric emission legislation and regulations and enforcement of such legislation, Develop and manage the directorate's budget such that expenditure is in line with Council, MFMA and supply chain requirements, Prepare and submit reports to the municipal Manager and relevant political structures, ensure sound labour relations within the department and establish performance management system, engage with internal and external stakeholders.

FINANCE DEPARTMENT

ASSISTANT MANAGER: VAT RECOVERY & AFS

Work Station: Finance Department THLM/FD/01

Term of Office: Permanent

Salary: R 567,911 - R 737,185 pa. (Excluding benefits) Task Grade 15.1

Requirements: Grade 12 / Matric certificate, have at least 3-year B Com degree/ Diploma or equivalent, majoring in Accounting / Auditing. A minimum of eight (8) years of which 3 years must be at middle management level and 6 years at any level in a role related to the position, Extensive knowledge and understanding of MFMA, GRAP, Value added Tax Act, Tax Administration Act and applicable municipal legislation and regulation, Competency in

the use of computers especially in Excel, Power Point, Outlook, Knowledge of the Municipal financial Systems, Internet, A valid Code 8 driver's license.

Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting and Financial Process Management

Key Responsibilities: Detail review of General ledger to identify application of VAT legislation, Provide advice, and recommendation of treatment of various transactions relating to Value added Tax, Submit and file with monthly returns with SARS (Income Tax and VAT), Prepare monthly VAT reconciliation from ledger to trial balance. Assist with preparation of the Annual Financial Statements, Conduct the full VAT 201 audit as per the audit procedure, Handling dispute matters with SARS, Respond to the Internal Audit and Auditor General queries and requirements. Contributes to the monitoring, design, review and implementation of internal controls, VAT & Tax policies, procedures and systems.

Applicants for senior manager position must complete annexure C (Application form) of the Local Government: Regulations on appointment and conditions of employment of senior managers and consent forms, general position/s must use a General application form obtainable from our website: www.thembisilehanilm.gov.za .

Failure to complete and signed the application form for employment will lead to automatic disqualification.

Application letter, indicating the position/s you are applying for including a comprehensive CV with at least three contactable references, certified copies of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag X 4041, Empumalanga, 0458 or can be handed in at Thembisile Hani Local Municipality in a Marked Drop Box for vacancies at stand no: 24 Kwaggafontein C. No faxed or e-mailed applications will be accepted.

Canvassing in respect of this positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of advertisement, you should consider your application unsuccessful

NB: Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Previously disadvantaged people will be considered. People with disability are highly encouraged to apply.

CLOSING DATE: 27 March 2023 @ 16H00

Technical queries for the position of Manager Social Services should be directed to: Manager: Corporate Services SA Nxumalo at (013) 986 9105

General queries should be directed to Human Resources: Tjia NP or Mfiso NA at 013 986 9169

NB: Council reserves the right not to make an appointment/s and no correspondence will be entered into.



Ms. SA Nxumalo
Manager: Corporate Services

10-03-2023
Date



Mr. DJD Mahlangu
Municipal Manager

13/03/2023
Date