



Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant position(s)

CHAIRPERSON OF FINANCIAL MISCONDUCT BOARD

Ref: THLM/DB/01

Suitable candidate is hereby invited to serve as a Chairperson for Financial Misconduct board of Thembisile Hani Local Municipality in terms of Chapter 2 of Municipal Regulation on Financial Misconduct procedures and Criminal proceedings on Local Government Municipal Finance Management Act No.56, Section 175 of 2003.

Term of Office: Three-year period renewable at the discretion of the council.

Remuneration: Remuneration fee will be in line with National Treasury guidelines.

REMUNERATION OR INCENTIVES TO MEMBERS OF THE DISCIPLINARY BOARD

Any remuneration or fees that is due to members shall be in accordance with the standards set by the National Treasury

Requirements: A relevant Degree in Law, Financial Management, Accounting, Internal Auditing, Risk management, Forensic Auditing. A previous experience on a similar position will serve as an advantage. Must possess strong and dynamic leadership skills, must have a sound knowledge of legislation applicable to local government, Analytical reasoning ability, Good inter-personal and communication skills. Candidates will be subjected to security vetting.

Key Responsibilities: To assist the council with the investigation of allegations of financial misconduct and provide report with clear recommendations on further steps to be taken regarding disciplinary proceedings, or any other related financial misconduct.

CORPORATE SERVICES DEPARTMENT

MANAGER CORPORATE SERVICES

Ref: THLM/CS/20

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent (In line with the Municipal Systems Amendment Act 3 of 2022)

Remuneration Minimum: R 1 050 411. 00; Midpoint R 1 196 881. 00; Maximum R 1 358 462. 00

Annual Total remuneration package applicable to Category C, Grade 4 municipality as per Government Gazette Volume 613 NO. 47538 OF 18 November 2022 (upper limits of total remuneration package payable to Municipal Managers and Managers directly accountable to the municipal manager.

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

Requirements: Bachelor degree in Public Administration/Management Sciences/Law; or equivalent •Minimum of five (5) years' experience at middle management level have proven successful management experience in administration •Must have completed a Certificate in MFMP/ CPMD/ELMDP in line with minimum regulation on competency Level (or commit to attain such minimum competency within 18 months from the date appointment) •Must be computer literate and have a valid driver's license •Good knowledge and understanding of relevant policy and regulations •Good knowledge and understanding of institutional governance systems and performance management •Good knowledge of corporate support services including : Human Capital management; Legal Services; Facilities management; Information communication technology; Council support; Records management and fleet management •Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000); Labour Relations Act, and other labour - related prescripts and knowledge of coordination and oversight of all specialised support functions.

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 responsibilities: •Overall management of the Corporate Services business unit •Policy formulation •strategy development •corporate governance promotion and developing, implementing and managing strategic goals, procedures and plans and align these with the Municipality's objectives •Budget management and financial control of the department •Compiling/Updating delegated powers as stipulated in the Municipal Systems Act •Providing strategic support to the organization in terms of Human capital and Labour

Relations • Information Technology and records management, Stakeholder management, Legal Services and Council support and fleet management. Support the development of high-performance quality systems • Understand and mitigate key elements of the company's risk profile • Provide council support function and general administration.

Applicant must fully complete the prescribed application form for Employment of Senior Managers and consent form obtainable from the municipal website: www.thembisilehani.gov.za under documents-general forms

FINANCIAL DEPARTMENT

ACCOUNTANT PAYROLL

Ref: THLM/FD/13

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 428,010 pa. (Excluding benefits)

Task Grade 12.1

Minimum requirements: Grade 12, relevant 3-year tertiary qualification, preferably a National Diploma/B-Com with financial accounting as a major subject. Computer literacy: MS Office. 2-5 years' relevant experience in payroll function. Knowledge of Payday system will be advantageous.

Competencies: Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing.

Key Responsibilities: Administer and monitors payroll salaries and wages. Implement third party payment, statutory deduction and perform reconciliation. Makes and records payments in accordance with financial policies and regulations. Prepare and submit budgetary forecasts relating to payroll/expenditure for the new financial year. Calculate/estimate increases in the different occupational levels for existing personnel and salary levels for new vacancies. Activate and process journal entries to reflect specific adjustments to salary and benefit accounts upon approval. Prepare quarterly and annual statistical reports engaging with internal and external stakeholders in relation to expenditure function.

TECHNICAL SERVICES DEPARTMENT

SENIOR TECHNICIAN ROADS AND STORMWATER

Ref: THLM/TS/23

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 481, 883.00 per Annum (Excluding Benefits)

Task Grade 13.1

Minimum Requirements: National Diploma in Civil Engineering and registered candidate technician/technologist with ECSA, Computer literacy: MS Office, 5 - 8 years of relevant experience post registration in road and storm water projects, valid driver's license.

Competencies: planning and organising, organisational awareness, attention to details design, project management, operations and maintenance.

Key Performance Areas: Coordinate planning and design of road structures, monitoring and administration of road projects, monitor compliance to design specifications, health and safety regulations, supervises and coordinates other members of the engineering team, supervise maintenance and resurfacing of roads, maintain and rehabilitate storm water structure.

ARTISAN: WATER RETICULATION

Ref: THLM/TS/24

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 307, 093 pa. (Excluding Benefits)

Task Grade 10

Requirements: Trade Certificate Artisan, valid driver's license, 1-2 years' experience in reticulation

Competencies: managing work, problem solving, planning and organising, quality orientation.

Key responsibilities: plan and schedule activities, identify and organise resources, maintain plant and water distribution network through the implementation of planned preventative and routine maintenance sequences and attends to disruptions in operations. Trouble shooting and problem-solving plant breakdowns, deviations and disruption in service through investigations or analysis of results and operating conditions and, implementing corrective measures and or prioritizing specific repairs, disconnections or reconnections.

Applications must be submitted on the prescribed "**General application**" form obtainable from the HR Office/Municipal website: www.thembisilehanilm.gov.za. An application should include a comprehensive CV with at least three contactable references. Certified copies (not older than six months) 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 deposited at Thembisile Hani Local Municipality Stand No 24 Mthombomuhle (Kwaggafontein 'C') in a Marked Drop Box for vacancies. **NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED.**

Failure to fill in and sign the prescribed application form will automatically disqualify the applicant.

Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipal Employment Equity Plan.

CLOSING DATE: 27 JANUARY 2025 @ 16H00

Enquiries to Human Resources: Ms. N.P. Tjia and/ or Ms. N.A. Mfiso through 013 986 9169 and/ or tjian@thembisilehanilm.gov.za and mfison@thembisilehanilm.gov.za respectively.

NB: Canvassing in respect of these 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 this advertisement, you should consider your application unsuccessful.

The council reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.

**Mr. D.J.D. Mahlangu
Municipal Manager**