

All communications to  
be directed to the  
Municipal Manger  
File Ref. No.

*Municipality  
of Mbhashe*



*Umasipalathi  
wase Mbhashe*

Zonke linkcukacha  
mazibhekiswe ku  
Manejala  
File Ref. No.

P.O. Box / Ibhoksi 25  
**DUTYWA, 5000**

Phone / Ifoni 047 489 5800  
Fax 047 489 1137

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The Mbhashe Local Municipality is situated in the Eastern Cape and incorporates the towns  
of Dutywa, Willowvale and Elliotdale.

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**DATE: 12 February 2015**

### **VACANCY ADVERTISEMENT**

Mbhashe Local Municipality invites applications from suitable qualified and competent  
individuals for appointment to the following posts:

#### **1. DIRECTOR: CORPORATE SERVICES**

**REFERENCE NO:** MBH/2015/CORP/01

5 Year Fixed Term Contract

Remuneration – Negotiable in terms of Government Gazette No. 37500 of 29 March  
2014

#### **Essential Requirements of the post:**

- Must have a recognised **Bachelor's degree** or an equivalent of NQF Level 7 qualification in Public Administration/ Human Resources Management, Management and Social Sciences obtained from recognised tertiary institution
- Must have a CPMD certificate (Municipal Finance Management Programme Competency Certificate)
- A minimum of three (3) years middle management experience preferably in the Local Government sphere
- Thorough knowledge and understanding of Local Government legislation, including labour legislation

- Must have proficiency in Microsoft Office and HR Management Systems
- Ability to work under pressure and to meet tight deadlines
- Must have strategic capabilities and leadership skills as the Head of Department in human resources
- Must be competent in people management and empowerment
- A valid unendorsed motor vehicle driver's licence

### **Key Performance Areas:**

- Strategically direct and manage activities related to Human Resources, Council Support, Administration and ICT services
- Direct the development of human resource strategy in order to meet the vision and strategic objectives of the municipality
- Implement the strategic plan of the municipality through the effective development and monitoring of SDBIP
- Develop and monitor the budget of the department
- Develop and monitor the implementation of policies
- Monitor the implementation of WSP, HR and EE Plan
- Ensure compliance with relevant labour legislation and SALGBC Agreements
- Ensure efficient records management in terms of National Archives and Records Management Act No. 43 OF 1996 and other relevant legislation.

## **2. CHIEF FINANCIAL OFFICER**

**REFERENCE NO.:** MBH/2015/BTO/01

5 Year Fixed Term Contract

**Remuneration** – Negotiable in terms of Government Gazette No. 37500 of 29 March 2014

### **Essential Requirements of the post:**

- Must have a degree in financial management and Accounting or Economics – NQF Level 7.

- Competency requirements to be in line with National Treasury Regulations of 2001 or GOGTA Local Government Regulations of 2014.
- A post-graduate qualification would be an added advantage.
- Minimum of 3 years relevant middle management experience preferable in local government finance
- Must have specific knowledge relating to budgeting and financial management.
- Must have a clear understanding of the policies related to financial viability.
- Proven knowledge of experience and skills in all the technical aspects, pertinent to the MFMA and other relevant legislations applicable to local government sphere.
- Must have a sound technical knowledge with regard to performance management and financial systems management.
- A valid unendorsed motor vehicle driver's licence.

### **Key Performance Areas:**

- Render managerial support regarding management of council's assets to comply with MFMA, GRAP, GAMAP and other applicable standards.
- Provide management support regarding cash flow and investment management and management of bank reconciliations to comply with MFMA and GAMAP.
- Control over the creation and management of financial accounting systems and financial information to comply with MFMA and GAMAP.
- Give guidance and support to the Income, Expenditure, Budget Planning, Reporting Units and other legislated functions to comply with applicable sections of the MFMA and the IDP for efficient and effective functioning of the directorate.

NB! Application for Employment Form (not Z83, is available at [www.mbhashemun.gov.za](http://www.mbhashemun.gov.za)), Certified copies of qualifications, driver's licence and ID. A detailed CV must accompany the application. Failure to submit documents listed above will result in disqualification. People with disabilities and women are encouraged to apply. Hand delivered applications should be sent to the Registry Office at Mbhashe Local Municipality Office at Dutywa.

The words “**APPLICATION FOR VACANCY**” should appear on the same side of the envelope but separate from the address in the same envelope so as to sensitise the Registry Office of the closing date.

**FAXED AND E-MAILED APPLICATIONS WILL NOT BE CONSIDERED**

Only short-listed and successful candidates will be contacted and therefore if you have not heard from us within 90 days after the closing date, consider your application as unsuccessful.

The Council reserves the right not to continue with the interviews and appointment if the Council feels no suitable candidate could be found. Canvassing of Councillors/Management is not permitted and proof thereof will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.

Applications should be addressed to:

The Municipal Manager

Mbhashe Local Municipality

Private Bag X25

DUTYWA 5000

For enquiries contact Corporate Services Department at 047 489 5800

**CLOSING DATE FOR APPLICATIONS: 13 March 2015 at 16:00**

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**MR S.V. POSWA**

**MUNICIPAL MANAGER**