



Dr Ruth Segomotsi Mompoti District Municipality situated in **Vryburg, North West Province**, strives to progressively provide quality and sustainable services to all its communities and develop the region optimally. To manage this process, appropriately qualified and experienced persons are invited to apply for the following positions:-

**SENIOR MANAGER: CORPORATE SUPPORT SERVICES  
(FIVE YEAR FIXED TERM PERFORMANCE BASED CONTRACT)  
TO BE STATIONED IN VRYBURG**

**Total remuneration package will be in terms of Government Gazette No. 41173, dated 10 October 2017 (i.e. Minimum R769 844; Midpoint R864 994 and Maximum R960 143 per annum)**

**REQUIREMENTS:**

- Bachelor's Degree in Public Administration/ Management Sciences/ Law; or equivalent?
- Five (5) years relevant experience at middle management level,
- Have proven successful management experience in administration
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage or the successful candidate who does not have the CPMD must complete the CPMD within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No. 40593, failing which the appointment is automatically terminated one month after the applicable period.
- Valid driver's licence and NO criminal record.

**KNOWLEDGE**

- Good knowledge and understanding of relevant policies and legislations
- Good understanding of institutional governance systems and performance management
- Good knowledge of corporate support services, including:  
Human Capital Management; Legal Services; Facilities and Records Management; Information Communication Technology and Council support
- Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Good governance
- Labour Relations Act, and other labour related prescripts
- Legal background and human capital management
- Knowledge of coordination and oversight of all specialised support functions
- Budget and financial management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

**KEY PERFORMANCE AREAS**

Managing and Controlling various line functions within the Directorate, such as Human Resources, Council Support, Corporate strategy, Information Technology and Communications, and Security Services; Leading, directing and managing staff within the Department so that they are able to meet their objectives; Staff control and discipline; Rendering Support by advising and overseeing all matters of procedures relating to minutes and resolutions of the council committees; Planning, organising, coordinating and controlling the activities of management and administration section; Providing support to political office-bearers; Managing and controlling the compilation and execution of the departmental capital and operating budget; Executing any function delegated by the Municipal Manager in terms of powers and delegations in the relevant legislation and related to the functions of this post; Administering records/archives registry, skills development, legal matters and employment equity; Overseeing the execution of the IDP Programmes attached to the Department and monitoring

individual performance management; Developing, implementing Collective Agreements and managing strategic goals, policies, procedures and plans aligned with strategic goals of the district municipality through cooperation and innovation teamwork; Ensuring proper administration of Council Delegation System; Providing secretarial services to Council and its Committees.

**SENIOR MANAGER: ENGINEERING/TECHNICAL SERVICES  
(FIVE YEAR FIXED TERM PERFORMANCE BASED CONTRACT)  
TO BE STATIONED IN VRYBURG**

**Total remuneration package will be in terms of Government Gazette No. 41173, dated 10 October 2017 (i.e. Minimum R769 844; Midpoint R864 994 and Maximum R960 143 per annum)**

**REQUIREMENTS:**

- Bachelor of Science Degree in Engineering/B.Tech Engineering; or equivalent.
- Five (5) years relevant experience at middle management level or as programme/project manager;
- 3 - 4 years must be at professional / management level engineering management experience;
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage or the successful candidate who does not have the CPMD must complete the CPMD within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No. 40593, failing which the appointment is automatically terminated one month after the applicable period.
- Valid driver's licence and NO criminal record.

**KNOWLEDGE**

- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Must have extensive knowledge of the public office environment; and
- Must be able to formulate engineering master planning, project management and implementation
- Budget and financial management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages
- Certificate of competency as required in terms of the General Machinery Regulations, 1988 will be an added advantage, or
- Registration with a recognised relevant engineering professional body will be an added advantage,

**KEY PERFORMANCE AREAS**

The incumbent will be responsible for the following: To manage the Engineering, Project Management Unit of the Municipality; Assist the CFO to compile annual Project Budgets; Assist the Council to draw up and implement annual Strategic Plans; Ensure effective service delivery to all its consumers and stakeholders and ensure compliance of all Water Service Providers (WSP); Ensure Water and Sewer effluent quality compliance to adhere to the DWA 's Blue Drop and Green Drop requirements respectively; Ensure implementation of the Council 's Free Basic Services (FBS) Policy; Prepare progress reports for Portfolio and Mayoral Committees for sub-mission to the Council for approval; Ensure that all required licensing and permitting of all raw water abstraction and sewer effluent will be done and uphold; Ensure that the Water Service Development Plan (WSDP), By-Laws and tariffs are regularly updated; Approved technical reports of water, sanitation and roads projects in alignment with the respective Municipal IDP's and the Regional Provincial growth and development plans; Ensure that all projects are implemented using the EPWP principles; Ensure compliance of all legal aspects and conditions, required from the different sphere of Government; Ensure effective and implementation of all Council Project; Manage contract administration of all implemented projects; Manage and control the approved Budgets of the

Engineering and Technical Services Department; Maintain Project Performance data on a National Database; Assist with related Municipal infrastructure programmes.

**SENIOR MANAGER: PLANNING AND DEVELOPMENT  
(FIVE YEAR FIXED TERM PERFORMANCE BASED CONTRACT)  
TO BE STATIONED IN VRYBURG**

**Total remuneration package will be in terms of Government Gazette No. 41173, dated 10 October 2017 (i.e. Minimum R769 844; Midpoint R864 994 and Maximum R960 143 per annum)**

**REQUIREMENTS:**

- Bachelor of Science Degree in Building Science/Architect/Bachelor's Degree in Town and Regional Planning or Development Studies; or equivalent.
- Five (5) years relevant experience at middle management level; and
- Have proven successful Professional Development/ Town and Regional Planning experience
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage or the successful candidate who does not have the CPMD must complete the CPMD within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No. 40593, failing which the appointment is automatically terminated one month after the applicable period.
- Project Management Certificate will be added advantage
- Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002)
- Valid driver's licence and NO criminal record.

**KNOWLEDGE**

- Good knowledge and understanding of relevant policy and legislation
- Good understanding of institutional governance systems and performance management
- Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Knowledge of geographical information systems and
- Knowledge of spatial, town and development planning
- Budget and financial management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

**KEY PERFORMANCE AREAS**

The expected incumbent will be reporting directly to the Accounting Officer; Responsible for the co-ordination, planning and provision of development guidelines for land usage and zoning; Development of Integrated Development Plan; Monitor the implementation of institutional performance management and the implementation of Performance Management Framework; Responsible for Spatial Planning and Land Use Management; Developing and Managing GIS; Assist local municipalities in providing strategic leadership for the need for formal and informal housing project; Align the district spatial vision to that of National Development Plan 2030; Ensure that the district municipality and its locals subscribe to the national spatial development perspective for the promotion of economic growth and employment creation; Ensure the promotion of urban integration and urban infilling; Oversee and manage smooth running of activities in the Directorate and cross-border integration service; Manage, revise and implement policies, procedures and by-laws; Ensure that the approved budget is executed in line with the service delivery and budget implementation plan (SDBIP) for the directorate of Planning and Development

**SENIOR MANAGER: ECONOMIC DEVELOPMENT, TOURISM AND AGRICULTURE  
(FIVE YEAR FIXED TERM PERFORMANCE BASED CONTRACT)  
TO BE STATIONED IN VRYBURG**

**Total remuneration package will be in terms of Government Gazette No. 41173, dated 10 October 2017 (i.e. Minimum R769 844; Midpoint R864 994 and Maximum R960 143 per annum)**

**REQUIREMENTS:**

- Bachelor's Degree in Economics, Bachelor's Degree in Tourism, Bachelor's Degree in Agriculture; or equivalent.
- Five (5) years relevant experience at middle management level,
- Have proven successful institutional transformation with public or private sector
- The need for signing of an employment contract, a performance agreement and disclosure of financial interest
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) will be an added advantage or the successful candidate who does not have the CPMD must complete the CPMD within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No. 40593, failing which the appointment is automatically terminated one month after the applicable period.
- Registration with professional body will be an added advantage
- Valid driver's licence and NO criminal record.

**KNOWLEDGE**

- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management system
- Good governance
- Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Budget and financial management
- Ability to be an innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three official languages

**KEY PERFORMANCE AREAS**

As a Senior Manager: EDTA, reporting directly to the Municipal Manager and working closely with officials of the municipality, MMC and EDTA Portfolio Committee, Local Economic Development and Agricultural organizations, tourism establishments as well as communities in the district to implement and manage development oriented, achievement driven community projects in an affordable, sustainable and accountable manner; Manage develop and oversee local economic development of the district municipality; Develop long terms LED strategies; Develop, support and promote the establishment of cooperatives and SMMEs within the jurisdiction of the district municipality; Manage, develop and oversee agriculture and tourism through branding the district municipality; Market the and promote the district as a tourism destination; Creation of an enabling environment through the facilitation of LED initiatives which encourages the creation of jobs, the retention and expansion of enterprises and attraction and promotion of investment opportunities supported by economic research; Promotion and implementation of VTSD; Facilitate agricultural activities to turn the district into an agricultural hub; The incumbent will also be expected to manage departmental personnel; Develop and manage LED, Agricultural and Tourism strategies in line with the National Development Plan; Prepare and submit reports on EDTA departmental Service Delivery and Budget Implementation Plan (SDBIP); Implement adequate community participation strategies, source advisory services from economic advisory bodies and link them with SMMEs and community organisations; Maintain and improve current service delivery mechanism; Source funding for economic development projects through donors and investors; Facilitate partnership between investors, donors and business community in the district; Position the district economic goal for now and beyond.

**Enquiries can be directed to the Acting Municipal Manager, Ms Ellen Moncho at: 053-928 4719.**

Applications accompanied by a comprehensive CV, Application Form for Employment for senior management; certified copies of qualifications and professional registration including a copy of valid driver's license are to be directed to:

The (Acting) Municipal Manager  
Human Resources Office  
Dr Ruth S Mompoti District Municipality  
P.O. BOX 21  
**VRYBURG**  
8600

OR The (Acting) Municipal Manager  
Human Resources Office  
Dr Ruth S Mompoti District Municipality  
60 Market Street  
**VRYBURG**  
8600

**Closing date: Tuesday, 22<sup>nd</sup> December 2017 @ 16:15**

**NB:** Applicants are required to complete the prescribed Application Form for Employment obtainable from [www.rsmompotidm.gov.za](http://www.rsmompotidm.gov.za). Dr Ruth S Mompoti District Municipality subscribes to the principles of Employment Equity Act. Please note that facsimiles or e-mails will not be accepted and canvassing, lobbying for positions will automatically disqualify applications. The District Municipality reserves the right NOT to appoint should a need arise. Correspondence will be limited to shortlisted candidates who will be subjected to competency assessment tests; security screening and vetting.