



City on the move

Suitably qualified persons internally and externally are invited to apply for appointment in the following positions

1. OFFICE OF THE CITY MANAGER

1.1 SENIOR SECRETARY (THREE (3) POSTS)

One (1) post: EXECUTIVE SUPPORT

One (1) post: MONITORING & EVALUATION

One(1) post: PLANNING & OPERATIONS

QUALIFICATIONS: * Grade 12 and a Secretarial Diploma *

EXPERIENCE: * Experience as a Secretary to a Manager within medium to a large organisation will serve as a recommendation *

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Manages the Senior Manager's diary to ensure the efficient functioning of the office.
- Execute specific instructions and apply laid down procedures with respect to co-ordinating the Senior Manager's diary and specific events.
- Perform specific tasks/activities associated with the provision of administration and secretarial support.
- Maintain the correspondence/information and recordkeeping system and accesses records of discussions, instructions and correspondence.
- Performs tasks associated with the provision receptionist/telephonic service.

ADDITIONAL REQUIREMENTS:

- Computer literacy
- Communication skills

SALARY GRADE: Total cost to employer remuneration

1.2 MANAGER: IDP & PLANNING

QUALIFICATIONS: * Appropriate B. Degree (Public Administration/Financial Management/Budget/Business Administration) *

EXPERIENCE: * At least five (5) years managerial experience within a municipal environment will serve as recommendation *

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Accountable for managing and directing the IDP related programs in line with municipality' objectives and developmental aims.
- Develop and produce the IDP as required by legislation
- Prepare service plans by individual directorates
- Align the IDP with the annual and three year budgeting process
- Provide strategic support to the City Manager on matters relating to the IDP and Budget Integration.
- Day to day management of staff and department to ensure effective running of the department
- Strategically manage and direct the process of implementing, monitoring and reviewing the IDP
- Ensure that the resources and the capacity of the municipality are mobilized to achieve the strategic developmental priorities and objectives as reflected in the IDP.
- Monitoring and overseeing the alignment of all strategic sector plans with the IDP.

ADDITIONAL REQUIREMENTS:

- Sound knowledge of Local Government legislation
- Good communication, computer literacy and facilitation skills
- Involvement and understanding of municipal budgetary and IDP processes
- Ability to produce reports, do research and analytical work in oral and/or written format.

SALARY GRADE: 004

1.3 MANAGER: MONITORING & EVALUATION

QUALIFICATIONS: * Appropriate B. Degree (Public Administration/Financial Management/Budget/Business Administration) *

EXPERIENCE: * At least five (5) years managerial experience within a municipal environment will serve as recommendation *

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Monitors applications, procedures and processes associated with specific statutory developmental planning responsibilities and functions/activities of the Municipality
- Disseminated guidance and information on specific key performance areas and requirements associated with the IDP program and procedures.
- Ensure compliance reporting on quarterly, bi-annual and annual and the reports are developed timely.
- Ensure the integrity and reliability of these reports through the development of information triangulation processes and systems and communicating to critical stakeholders.
- Assess organizational performance.

ADDITIONAL REQUIREMENTS:

- Sound knowledge of Local Government legislation
- Good communication, computer literacy and facilitation skills
- Ability to produce reports, do research and analytical work in oral and/or written format

SALARY GRADE: 004

1.4 MANAGER: EVALUATION & MONITORING SYSTEMS

QUALIFICATIONS: * Appropriate B. Degree (Public Administration/Financial Management/Budget/Business Administration) *

EXPERIENCE: * At least five (5) years managerial experience within a municipal environment will serve as recommendation *

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Co-ordinate, monitor and control processes and procedures associated with the formulation of the Municipality's Performance Management System, Turnaround Strategy and Program.
- Monitors applications, procedures and processes associated with specific statutory developmental planning responsibilities and functions/activities of the Municipality
- Manages the implementation of IDP projects to determine irregularities or non-compliance
- Disseminated guidance and information on specific key performance areas and requirements associated with the IDP program and procedures.
- Ensure compliance reporting on quarterly, bi-annual and annual and the reports are developed timely.
- Ensure the integrity and reliability of these reports through the development of information triangulation processes and systems and communicating to critical stakeholders.
- Assess organizational performance.
- Assess the state of development in Mangaung through annual household surveys.

ADDITIONAL REQUIREMENTS:

- Sound knowledge of Local Government legislation
- Good communication, computer literacy and facilitation skills
- Involvement and understanding of municipal budgetary and IDP processes
- Ability to produce reports, do research and analytical work in oral and/or written format

SALARY GRADE: 004

1.5 ADMINISTRATIVE OFFICER IDP & STRATEGIC PLANNING

QUALIFICATIONS: * B Degree or equivalent qualification in an Administrative or Financial field. Code EB drivers license *

EXPERIENCE: * At least three (3) years relevant administrative experience within a municipal environment will serve as a recommendation *

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Control the administrative requirements associated with the divisional activities
- Monitors the consolidation, processing and presentation of functional information
- Co-ordinates the administrative dimension associated with the processing of related queries and complaints
- Controls workflow processes and output levels of administrative personnel
- Performs specific activities associated with providing support to line functions

ADDITIONAL REQUIREMENTS:

- Computer literacy
- Communication skills

SALARY GRADE: 006

1.6 SENIOR INTERNAL AUDITOR

QUALIFICATIONS:

- A Degree in Accounting or Auditing as major subjects or National Diploma / B Tech in Internal Auditing; CIA qualification or studying towards it.
- Registered member with the Institution of Internal Auditors will be an added advantage.

EXPERIENCE:

- A minimum of three (3) years auditing experience of which two (2) should be at supervisory/manager level.
- In-depth knowledge and understanding of Financial Accounting, Internal Audit Standards and techniques required to perform audits.
- Sound knowledge, understanding and application of Municipal Financial Management Act (MFMA) of 2003 as amended, other applicable Local Government legislation and formulation and interpretation of internal institution policies and procedures.

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Provide direction, general supervision and management of subordinates.
- Review work performed by subordinates.
- Plan audit assignments and establish audit objectives and scope of work for each assigned audit work.
- Prepare or review the audit reports for review by the Audit Manager.
- Determining which audit procedures to be used, including statistical sampling and the use of electronic data processing equipment.
- Execute internal audits regarding the regularity, financial, compliance, internal control and advisory services.
- Conduct performance audit.
- Prepare formal written reports as requested.
- Prepare working papers including the cross-referencing of audit findings.
- Prepare summary of findings and make appropriate audit findings with adequate recommendations and conclusions.
- Compile a draft audit report based on summary of findings, for review by the Senior Internal Auditor.
- Performance of special assignments at the request of management and or Audit Committee.

ADDITIONAL REQUIREMENTS:

- Preference will be given to applicants with proven analytical, lateral and innovative thinking, problem solving, good communication, leadership, team management and report writing skills.
- Computer Literacy skills.

SALARY GRADE: 006

1.7 INTERNAL AUDITORS (FOUR (4) POSTS)

QUALIFICATIONS:

- A Degree in Accounting or Auditing as major subjects or National Diploma / B Tech in Internal Auditing.
- Registration with the Institution of Internal Auditors will be an added advantage.

EXPERIENCE:

- A minimum of two (2) years auditing experience.
- In-depth knowledge and understanding of Financial Accounting, Internal Audit Standards and techniques required to perform audits.
- Sound knowledge, understanding and application of Municipal Financial Management Act (MFMA) of 2003 as amended, other applicable Local Government legislation and formulation and interpretation of internal institution policies and procedures.

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Plan audit assignments and establish audit objectives and scope of work for each assigned audit work.
- Determining which audit procedures to be used, including statistical sampling and the use of electronic data processing equipment.
- Execute internal audits regarding the regularity, financial, compliance, internal control and advisory services.
- Conduct performance audit.
- Prepare working papers including the cross-referencing of audit findings.
- Prepare summary of findings and make appropriate audit findings with adequate recommendations and conclusions.
- Compile a draft audit report based on summary of findings, for review by the Senior Internal Auditor.
- Performance of special assignments at the request of management and or Audit Committee.

ADDITIONAL REQUIREMENTS:

- Preference will be given to applicants with proven analytical, lateral and innovative thinking, problem solving, good communication, leadership, team management and report writing skills.
- Computer Literacy skills.

SALARY GRADE: 007

2. ECONOMIC DEVELOPMENT & PLANNING

2.1 MANAGER: ADMINISTRATION

QUALIFICATIONS: * Applicable B. Degree/Diploma/Municipal related diploma/certificate or recognition of prior learning in Municipal Administration environment *

EXPERIENCE: * At least three (3) years relevant administrative experience will serve as recommendation *

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Manage of administrative functions.
- Managing and reporting of budget process of Executive Director's office
- Supervise staff in office of the Executive Director
- Apply budgetary control towards operational and capital estimates and reporting
- Co-ordinate the operational and capital budget process of Sub-Directorates
- Apply asset management of Council's Assets

ADDITIONAL REQUIREMENTS:

- Code EB drivers license
- Fluent in English, Afrikaans and a third language
- Able to think independently, able to analyze and draw conclusions, innovative, computer literacy and attention to detail
- Aptitude for figures

SALARY GRADE: 004

3. FINANCE

3.1 SENIOR SUPPLY CHAIN MANAGEMENT OFFICER

(DEMAND MANAGEMENT)

QUALIFICATIONS: * B. Comm Degree or Diploma *

EXPERIENCE: * Four (4) years appropriate experience as well as supervisory experience *

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- To manage the Contract Management Section.
- To ensure the administration of specifications and tenders are conducted efficiently.
- To ensure efficient administration of contracts

ADDITIONAL REQUIREMENTS:

- Computer literacy
- Focus on legal ethics
- Planning and organizing skills
- Verbal and written communication skills
- Code EB drivers licence

SALARY GRADE: 005

4. REGIONAL OPERATIONS (SOUTH)

4.1 GENERAL WORKER (THREE (3) POSTS)

QUALIFICATIONS: * Grade 8 *

EXPERIENCE: * Experience of working as a General Worker will serve as a recommendation. *

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Cutting/Mowing Grass
- Weed control
- Watering parks Trees
- Removal of refuse
- Pruning of trees and shrubs
- Preparation of fire belts during winter.

ADDITIONAL REQUIREMENTS:

- Good Communication skills
- Good Human Relations skill
- Attention to detail
- Bilingualism

SALARY GRADE: 018/017

The closing date in respect of all positions will be **29 October 2010**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

GM: Human Resource Management

P.O. Box 3704

BLOEMFONTEIN

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Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@civic.mangaung.co.za

We thank all applicants for their interest