



EXTERNAL ADVERTS GA-SEGONYANA MUNICIPALITY

Ga-Segonyana Municipality, with its seat in Kuruman, invites suitably qualified candidates to apply for the under-mentioned vacancies:



FINANCIAL SERVICES DEPARTMENT

1. MANAGER ANNUAL FINANCIAL STATEMENT

REQUIREMENTS

- BCom Degree OR Advanced National Diploma in Accounting or Cost & Management
- Computer Literate
- 3-5 Years experience in Accounting
- Compliance in terms of the Financial and Supply Chain Management Competency areas in terms of Government notice R493 as published in Government Gazette 29967 of 15 June 2007 (Municipalities were granted exemption from regulations 15 and 18 of Government Gazette 29967 under Notice No.40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employments)
- Attention to Detail
- Must be able to work under pressure
- Advanced Computer Literacy in the Microsoft Package Suite
- Proficiency in at least 2 of the 3 official languages of the Northern Cape
- Compliance with Minimum Competency or willingness to register for Minimum Competency
- Knowledge of MSCOA
- Knowledge of Municipal Financial systems will serve as an advantage
- Good human relations, interpersonal and communication skills
- Ability to work under pressure and deal with conflict situation
- High level of responsibility and analytical skills
- Good interpersonal and time management skills

DUTIES

- Assist with the compilation of the Annual Financial Statement
- Assist and support the CFO and Manager BTO where requested

- Monitor Audit recovery plan
- Monitor External Audit process
- Review bank reconciliation
- Compile Reconciliations
- General Ledger maintenance
- Review and approve payments
- Manage AFS

ADDITIONAL COMPETENCIES

- Strategic Management Skills
- Be trustworthy
- Good Communication Skills
- Be able to work independent
- Ethics and Professionalism
- Have good manner and attitude about dealing with confidential information

SALARY: T15 (R551 786,28 – R716 254,75)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque and Housing Subsidy, Vehicle Scheme and Furniture Removal applicable.

2. SENIOR ACCOUNTANT : ANNUAL FINANCIAL STATEMENT

REQUIREMENTS

- Appropriate Degree or National Diploma with accounting as a major subject
- At least 2-3 years financial management experience
- Compliance in terms of the Financial and Supply Chain Management Competency areas in terms of Government notice R493 as published in Government Gazette 29967 of 15 June 2007 (Municipalities were granted exemption from regulations 15 and 18 of Government Gazette 29967 under Notice No.40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employments)
- Advanced Computer Literacy in the Microsoft Package Suite
- Proficiency in at least 2 of the 3 official languages of the Northern Cape
- Compliance with Minimum Competency or willingness to register for Minimum Competency
- Knowledge of MSCOA
- Knowledge of Municipal Financial systems will serve as an advantage
- Good human relations, interpersonal and communication skills
- Ability to work under pressure and deal with conflict situation
- High level of responsibility and analytical skills
- Good interpersonal and time management skills

DUTIES

- Coordinate and manage the MFMA reporting and reconciliation section
- Responsible for all MFMA financial reports but not limited thereto
- Responsible for review of financial reconciliations
- Compilation and Submission of grant funding reports
- Coordinate strategies to ensure effective internal controls
- Assist in preparation of financial statements and audit files as well as budgets
- Assist with GRAP implementation plan and research
- Assist Auditor General and Implement audit recommendations
- Assist with financial reform initiatives.

SALARY: T14 (R478 613,43 – R621 261,15)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque.

3. ACCOUNTANT:ASSETS & FINANCIAL MANAGEMENT INFORMATION SYSTEM X2

REQUIREMENTS

- BCom Accounting or National Diploma in Financial Management and Administration or National Diploma in Accounting or National Diploma in Internal Audit (NQF Level 6 o7)
- 3-4 years relevant experience

SKILLS REQUIRED

- Code B drivers' license
- Computer literate (MS Office applications)
- Proficiency in at least two (2) of the official languages of the Northern Cape
- Good supervision, human relations, interpersonal and communication skills
- Financial Management Skills
- Ability to give attention to detail
- High level of responsibility
- Analytical skills
- Ability to work under pressure
- Ability to deal with conflict situations

DUTIES

- Coordinate the implementation of function procedures, systems and controls associated with the key performance areas and result indicators of the functionality
- Manages and control assets according to specific accounting procedures associated with acquisition and disposal
- Manages the insurance portfolio and the execution of specific sequences associated with controlling the insurance of assets.

- Coordinating the recording and processing procedures of transactions
- Performs specific sequences associated with maintaining electronically based information/data and files/records
- Attends to specific administrative recording requirements
- Performs client and public service functions

SALARY: T13 (R425 084,48 – R551 786,28)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque.

INFRASTRUCTURE SERVICES DEPARTMENT

4. MANAGER ELECTRICITY

REQUIRMENTS:

- National Diploma in Electrical Engineering or appropriate technical qualification/equivalent
- Approval from Department of Labour to be a competent person (GMR2) will be an added advantage
- Code EB Driver's license
- Computer Literacy (MS Office applications)
- Proven experience in an Electrical transmission/distribution environment
- Experience at a Management level in the Public Service
- Good Management, Human Relations, Interpersonal and Communication Skills
- Proficiency in at least two official languages of the Northern Cape
- Conflict handling Skills
- Ability to give attention to detail
- Analytical Skill
- High level of responsibility and confidentiality
- Ability to work under pressure
- Report-writing and negotiation skill
- Work after normal working hours, on standby, during emergencies and planned overtime

ADDED ADVANTAGE

- Compliance in terms of the Financial and Supply Chain Management Competency areas in the terms of Government Notice R493 as published in Government Gazette No.29967 of 15 June 2007 (Municipality were granted exemption from Regulation 15 and 18 of Government Gazette 29967 under notice no.40593 of 3 February 2017, subject to conditions of Compliance with minimum competency levels within 18 of date of employment)
- Registration with a professional body for engineers
- Possession of a Government Certificate of Competency, Category (C) or (D) (Factories/Electrical) as contemplated in the general Machineries Regulations,

- Section 2 will be an added advantaged
- Alternatively, obtain the requirement within twelve (12) months.

DUTIES:

- Co-ordinates activities and procedures associated with direct supervision and monitoring of personnel, services and the status/general condition of the Electrical Services
- Plans, Coordinates and Manages activities of the Electrical Services. Develops divisional vision and strategy and ensure implementation to provide effective service delivery
- Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility responsible for the following safety related duties and responsibilities in terms of the Occupational Safety Act, 85/1993
- Monitors utilization and maintenance of networks, transformers, machinery and vehicles.
- Coordinate specific administrative and reporting requirements associated with the key performance and result indicators of the functionality
- Directs and controls the professional, technical and operational outcomes associated with the functions related to electrical services
- Disseminates information on outcomes, current developments problems and constraints and/or make strategic presentations regarding the functionality
- Report directly to Director Services

SALARY: T15 (R551 786,28 – R716 254,75)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque and Housing Subsidy, Vehicle Scheme and Furniture Removal applicable.

5. ROADS AND STORMWATER TECHNICIAN

REQUIREMENTS:

- National Diploma in Civil Engineering
- Code B Drivers' License
- Computer literacy
- Good management, human relations, interpersonal and communication skills
- Analytic skills and high level of responsibility
- Must demonstrate and have ability to extensive knowledge of water and sewer reticulation
- Ability to work under pressure, over time, standby and during emergencies.
- A minimum of 3 years proven working experience in maintenance and supervision of water and sewer reticulation networks environment and also at least 3 years in site management and staff supervision

DUTIES:

- Provide technical expertise to ensure all repairs and maintenance of Ga-Segonyana Local Municipality's roads and stormwater are carried out
- Perform administrative duties such as compiling weekly and monthly reports on roads and stormwater services
- Attend roads and stormwater related project site meetings
- Plan, supervise and monitor all operational and provide weekly reports to management
- Supervision of timesheets and overtime of subordinates
- Oversee all call-outs for service delivery requirements
- Supervise all sub-ordinates by on-going management of their performance
- Supervise and implement all operational and maintenance requirements as per set plan
- Confirmation of connections for existing and new services related to buildings
- Supervise and assist with quality assurance of construction for all roads and stormwater reticulation projects with Ga-Segonyana Local Municipality
- Conduct project completion site assessment for new services
- Safeguarding of all as-built plans and updating into GIS
- Co-ordinate and control the materials associated with the provisioning and maintenance of roads and stormwater services.
- Plan and supervise unit human capital operation tasks.
- Implement the immediate, short and long-term objectives/ plans of the of the department
- Disseminate guidance and information on specific key performance areas and requirements associated with performance management of human capital of the branch.
- Identify and define the immediate, short and long-term objectives/ plans of the functionality.

SALARY: T14 (R478 613,43 – R621 261,15)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque.

6. ELECTRICIAN

REQUIREMENTS:

- Matric and N3
- Electrical Trade Test +N3
- Wireman's license will serve as an advantage
- Valid code 10 driver's licence plus PDP
- 2 Years relevant experience in electricity

DUTIES:

- Installation of high and low voltage electrical apparatus
- Responsible for new metre connection
- Perform planned and predictive maintenance work on the electrical network
- Fault findings and repair on electrical network from 22kv to 220v.
- Any other duties given by supervisor
- Recording of metres
- Will be on standby callouts

SALARY: T12 (R377 561,45 – R490 100,79)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque.

7. FIRE AND DISASTER MANAGER

REQUIREMENTS:

- Grade 12
- Bachelor's Degree/National Diploma: Fire Technology or Equivalent Qualification majoring with Fire
- 3-5 years experience in a professional Fire Brigade
- Driver's License
- Advanced Ambulance Assistance Course
- Computer Literacy
- Peace Officers Course
- Registered with Health and Professional Council of South Africa (HPCSA)

DUTIES:

- Manage and Control Emergency Fire and Rescue Services
- Formulating short term, medium term and long-term budget for Fire Brigade Services

- Mapping out current and future interventions necessary to sustain and effectively address all aspect of fire risk reduction and presentation, response and recovery
- Conducting research to identify appropriate and relevant strategies, programs and interventions to guide fire risk reduction, avoidance and control
- Manages and controls the implementation of plans, procedures, systems and education and awareness intervention
- Plan and develop fire prevention inspections, conduct risk analysis, inspections, plan approval and bylaw application
- Enforce Fire Brigade Services Act, Fire By-laws and Regulations;
- Manages and Controls the Key Performance Indicators and Outcomes of personnel within the fire Services functionality

SALARY: T15 (R551 786,28 – R716 254,75)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque and Housing Subsidy, Vehicle Scheme and Furniture Removal applicable.

8. SENIOR SECURITY OFFICER

REQUIREMENTS:

- Senior Certificate (Grade 12), coupled with a Security Officers Board / PSIRA Grade A certification or SAPS Competency
- Driver's License
- Minimum 3 years experience in the Physical Security
- Knowledge of Minimum Information Security Standards
- Knowledge of Fire Arms Control Act, Protection of Information Act, Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act
- Computer literacy

RESPONSIBILITIES

The incumbent will be required :

- To ensure the safeguarding and protection of lives, property and information within the premises of the Ga-Segonyana Local Municipality by conducting access control, internal and exit control.
- Compiles, implements and manages security work plans (I.e effective and efficient day-to-day management of security matters)
- Ensures proper control of the operation of personnel of a private security company contracted to the Municipality
- Implements access control policy and procedures.
- Facilitates the escorting of visitors in the building
- Ensures security measures are adhered to by all stakeholders
- Conducts security analysis/ threads for Political Office Bearers

- Monitors removal permits completed by employees
- Enforces key control procedures and ensure proper maintenance of records
- Conducts inspections in the building
- Prepares monthly and quarterly reports to management and Council
- Ensures implementation of access control in official parking areas.
- Ensures implementation of access control in official parking areas
- Performs security surveillance and monitoring duties in the control room
- Assign access cards to employees and visitors where applicable
- Draw access report from the Electronic Security System
- Identify access control breaches and report to management
- Identify and investigate health and safety deficiencies and report to Health and Safety Office
- Participate in emergency evacuations and drills.
- Management of registers at access points
- Enforce the Service Level Agreement concluded between the Municipality and the Private Security Company.

BENEFITS:

SALARY: T13 (R425 084,48 – R551 786,28)

BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque.

CORPORATE SERVICES DEPARTMENT

9. SENIOR COMMUNICATIONS OFFICER

REQUIREMENTS:

- Degree or National Diploma in Journalism/Communication/Marketing
- 3-5 years experience in the related field
- Driver's licence
- Computer Literacy
- Language: English, Afrikaans and Tswana
- Good Communication and organising skills
- Speech-writing skills and ability to interact at all levels
- Excellent interpersonal relations

DUTIES:

- All internal and external communication programmes
- Liaise with different media houses
- Supervision of all outreach units/programmes
- Manage and update website and compilation of new letters

- Speech writing for the Mayor
- Write speech for political office bearers and media releases
- Development of Communication policy and programmes
- Media monitoring and research
- Organising of all functions and special events

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BENEFITS: Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque.

ENQUIRIES:

Director Corporate Service: **Mr Clifford Pule at 053 712 9306**

APPLICATION: Applications in the form of Application letter, Curriculum Vitae and Certified copies of Qualifications and ID can be hand delivered or posted to the attention of The **Municipal Manager, Ga-Segonyana Local Municipality, Private Bag X1522, KURUMAN, 8460**

CONDITIONS: Applications which are received after the closing date/time will not be considered. The stipulations of the Employment Equity Act apply, but it is not the only criteria. The Council reserves the right not to do any appointments. Neither faxes nor e-mail application will be accepted. If you do not receive any response from us within 30 days after the closing date, please consider your application unsuccessful.

CLOSING DATE: 20 OCTOBER 2023

**MARTIN TSATSIMPE
MUNICIPAL MANAGER**