

INGQUZA HILL LOCAL MUNICIPALITY



Bulletin no 6/2/2021

Ingquza Hill Local Municipality (**incorporating Flagstaff and Lusikisiki Towns**) hereby invites applications from suitably qualified and experienced persons to fill the following vacancy:

Position: Director Planning and Development

(2 Year Fixed Term Contract)

All-inclusive Total Costs to Company is R950 907.00 (Midpoint) – R1 040 327.00

maximum P.A Plus 4% rural allowance as gazetted

Minimum Requirements

- Matric or Senior Certificate
- Valid code B driver's license
- Bachelor Degree in Building Sciences or Architect or Bachelor Degree in Town and Regional Planning or Development Studies or equivalent (NQF level 7)
- CPMD (Certificate in the Municipal Financial Management)
- Minimum 5 years' Experience in middle management level.
- Must have proven successful professional Developmental / Town and regional planning experience.
- Advanced computer skills (MS Word, MS Excel, MS PowerPoint and MS Outlook).
- Excellent communication skills in at least two of three official languages English and Xhosa.
- Registration as a Professional Planner in accordance with the Planning Professions Act, 2002(Act No. 36 of 2002) will be an added advantage

Minimum Competency Levels

- Core Managerial and Occupational Competencies as prescribed in the performance Regulations
- Financial and Supply Chain Management Competency Areas as per the required competency levels in unit standards
- Strategic leadership, operational financial management , Operational financial Management , Governance , Ethics and values in financial management

- Financial performance reporting. budgeting, revenue and expenditure management, borrowing , investments, working capital and cash flow management and Supply Chain Management
- Strategic financial management ,Financial and Performance Reporting, Risk and Change Management, Project Management, Legislation, Policy and Implementation
- Stakeholder Relations Supply Chain Management , Audit and Assurance

Key Performance Areas

- Responsible for the formulation of the objectives, strategies of Planning and Development department in the development and review of the IDP
- Identify projects and develop all sector plans of the department during the IDP process
- Develop the draft budget of Planning and Development Department and submit to Municipal Manager
- Identify training needs on your department and submit to Corporate Services Department
- Ensure that budget processes are followed in line with the MFMA and all circulars of National Treasury
- Ensure compliance of the employees with Schedule 2 of the Municipal Systems Act No. 32 of 2000 as amended
- Provide departmental reports to the Standing Committee
- Liaise with all departments of Provincial and National spheres of governance relevant to the performance of your job
- Ensure compliance to all relevant pieces of legislation applicable to your department

Knowledge Required

- 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

A total remuneration package payable in terms of Local Government upper limit packages payable to managers directly accountable to the municipal manager as per Government Gazette **no 43122** dated 20 March 2020 will be offered subject in compliance with the minimum prescribed higher education qualification experience and attainment of demonstrated evidence of competency advance or superior competency level as measures against the competency framework for managers directly accountable to municipal managers (Grade 2 Municipality)

Completion of the prescribed application form for the section 56 manager's position is compulsory and available on the website www.ihlm.gov.za.

Applications for employment accompanied by a covering letter stating clearly the position applied for, a comprehensive CV, a valid driver's license, and original certified copies of qualifications not older than 6 months. Note that academic transcripts may only accompany qualifications and will not be accepted when a certificate has not been attached. Certified Identity Document must form part of your accompanying documents and the application must be addressed to **The Acting Municipal Manager, Ingquza Hill Local Municipality, P O Box 14, Flagstaff, 4810** or hand delivered to the offices in Flagstaff, Reception areas or Lusikisiki at the reception clearly marked "Application for Employment"

Faxed, emailed or late applications will NOT be accepted.

Closing date for all applications: 22 February 2021

NB. Qualification, Reference check to selected candidates will be performed and competency tests will be administered.

Applicants who do not get a response from the Municipality within three months after the closing date should assume that they were not successful.

It is the intention of Ingquza Hill Local Municipality, as an Affirmative Action Employer, to promote the interests of previously disadvantaged designated groups as contemplated in the Employment Equity Act as amended. When filling the above position, selection will be done in line with the municipality's Recruitment Policy of Senior Managers and Managers and in accordance with the Municipalities Employment Equity Plan.

Ingquza Hill Local Municipality reserves the right not to fill the advertised post at the sole discretion of Council.

For further enquiries please contact the office of the Manager Human Resources at 039 253 1096 ext. 131 or email to sgumenge@ihlm.gov.za

ACTING MUNICIPAL MANAGER

MS M. NDWANDWE