

INXUBA YETHEMBA MUNICIPALITY



EXTERNAL ADVERTISEMENT

Inxuba Yethemba Municipality is a Category B Municipality in the Chris Hani District covering the towns of Cradock and Middelburg (EC). Inxuba Yethemba Municipality is an equal opportunity employer and subscribes to the principles of employment equity as espoused in the relevant legislation. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

NOTICE: 164/2024

POSITION : CHIEF FINANCIAL OFFICER
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER

Salary: Total remuneration package will be in terms of Upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers, Government Gazette No. 48789, dated 14 June 2023.

Reporting directly to the Municipal Manager, the following appointment will be made in line with sections 56 of the Local Government Municipal System Act 32 of 2000 as Amended and relevant Local Government Regulations applicable to the appointment of Senior Managers. Appointment will be a permanent employment contract, subject to acceptable conduct and performance during the term. The appointee will have to enter into a permanent employment contract and Annual performance agreement.

REQUIREMENTS:

●Grade 12●Appropriate B Degree in Accounting/ Economics or relevant finance qualification at NQF Level 7●Valid Drivers License and no criminal record ● Certificate in municipal Finance Management (SAQA Qualification ID No 48965), as is provided for in regulation R493, dated 15 June 2007 subject to the exemption as per Government gazette No 40593,dated 3 February 2017 issued by National treasury will be added advantage ●Minimum 5 years proven experience at Middle/Senior Management level in local government.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation, Good knowledge and 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), Computer Literacy (MS: Word, PowerPoint, Excel, Internet, and Email), Certificate in Municipal Finance Management (MFMP) or Certificate in Management Development for Municipal Finance (CPMD) in line with minimum competency requirements as per Notice R493 in Government Gazette 2996 of 15 June 2007. Applicants who have not attained the aforesaid competencies will be expected to attain them within the timeframes specified in Notice no 91 Government Gazette 405 Of 3 February 2017.

KEY PERFORMANCE AREAS:

●Provide adequate Financial Management Advice to Council, the Accounting Officer as well as the Executive Management Team Effectively and efficiently implement and manage the financial management system ● Develop and Implement Key Strategies/Business Plans to ensure effective Implementation and management of systems, processes, procedures and control relating to Supply Chain Management, Revenue Management, Expenditure Management, Asset Management and Budget ●Preparation and Reporting, Prepare Annual Financial Statements and other mandatory Financial Management Reports ● Perform duties and functions delegated to the Chief Financial Officer by the Municipal Finance Management Act and as delegated by Council and/or the Accounting officer, Ensure Legislative, Regulatory, Policy, Practices and Standards compliance ●Implement effective processes, support and coordination for the compilation of the

Integrated Development Plan, Budget and Service Delivery and Budget Implementation Plan. ●Strategically engage with Auditors and provide appropriate and timely responses to audit queries.

NB: Shortlisted candidates on the above mentioned position will be subjected to **competency assessments** and **security vetting**.

NOTICE: 165/2024

POSTITION : **FLEET MANAGEMENT OFFICER**
TASK GRADE : **T11**
SALARY SCALE : **R305 100 – R396 012**

REQUIREMENTS: Grade 12 ● National Diploma in Transport & Logistic Management or any other relevant qualification ●3 Years' experience in Fleet Management ●Computer literacy valid Driver's Licence.

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

- To coordinate motor vehicle fleet operations● Coordinate vehicle maintenance schedules ●Liaise with relevant licensing authority's ● implementing and Controlling systems to optimise the usage and utilization of Fleet Conduct inspections of Municipal Fleet ●Monitoring the misuse and abuse of the Municipal vehicles ●Maintaining of assets register, accurate records and fleet statistics. ●Monitoring legislation for changes and amendments to the National Road Traffic Act ●Coordinating and Managing the allocation of vehicles ●monitoring the process of Municipal fleet disposal ●Perform any other duties that may be delegated.

NOTICE: 166/2024

POSITION : **COMMUNICATIONS OFFICER**
TASK GRADE : **11**
SALARY SCALE : **R 305 100-R396 012**

REQUIREMENTS: Grade 12 ● Bachelor's Degree in Communication/ Public Relations, three Years Relevant Experience Valid Drivers Licensing ●Experience/ Certificate in Broadcasting will be and added advantage ● Experience/ Certificate in Graphic Design will be in an added advantage.

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

- Compile and distribute press releases Respond to media queries ●Promote the Municipality's brand by running external and in-house media events ●Communicate the Municipality's vision by developing and implementing short- and long-term media strategies for specific projects and initiatives ●Conceptualize, maintain and create updated content for all communication platforms, including newsletters, publications, website and social media ●The production of official speeches for the Mayor and full time Councilors including research, fact checking and editing ●Promote and attend Mayoral, Municipal, Corporate and Community events during and after business.

NOTICE: 167/2024

POSITION : **ENVIRONMENTAL OFFICER**
TASK GRADE : **11**
SALARY SCALE : **R 305 100-R396 012**

REQUIREMENTS: Grade 12 ● National Diploma in Horticulture●3 years experience in grounds maintenance and management with one year supervisory experience ● Computer literacy ● Valid driver's licence.

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

- Maintenance of parks and community amenities (gardens, sports fields and cemeteries)
- Develop and implement maintenance plans for all IYM Public amenities
- Perform safety inspections and ensure that safe work methods and safety precautions are observed
- Plans, schedules, prioritizes, and may assist with maintenance, repair, renovation, and projects, makes recommendations on planning, development and implementation of new facilities or park areas
- Preparation of reports required associated with the functions
- Communicating with various stakeholders Internal and external
- maintenance of information and record keeping
- Monitors inventory and purchases authorized supplies and equipment
- Have knowledge of methods and techniques of manual and automatic irrigation system installation, operation and repair
- Coordinates all environmental related projects
- have knowledge of proper horticultural practices related to parks, plants, trees, and shrubs including species identification and disease management
- manage landscaping in IYM towns
- Supervise staff and performs any other duties that may be delegated.

NOTICE 168/2024

POSITION : SECRETARY: IPED
TASK GRADE : T08
SALARY SCALE : R203 916-R264 684

MINIMUM REQUIREMENTS: Grade12/Matric, Certificate in Management Assistance/ Administration (NQF6) ● 2years Administrative and Secretariat experience Computer Literate ● Valid Driving License● Ability to work under pressure ● Willingness to work after normal working hours and during emergencies. ● High level of confidentiality and professionalism.

KEY PERFORMANCE AREAS (BUT NOT LIMITED TO)

- Co-ordinates activities and requirements associated with the Office of the Director IPED through the application of administrative and secretarial procedures and, execution of sequences associated with the communication, planning, prioritization• organizing of critical, confidential and important appointments, events/ functions and meetings
- Administrative efficiency and effectiveness
- Provision of a high quality support to the office of the office of the Director
- Ability to produce notes, letters and memos on behalf of the Director IPEDs Office without assistance
- Minute taking, ability to organize, coordinate and set-up conferences, seminars and workshops for the office of the Director
- Ability to prioritize issues that require the Directors' attention
- Arrange all appointments and keep the diary of the Director updated receive / make telephone calls, receive visitors and attend to all queries
- Keep confidential records for the office of the Director
- Provide general PA functions including accommodation, travel and logistical arrangements, filing and report writing.

CLOSING DATE: 23 JULY 2024

•For general enquiries contact Ms. S Zangwa; szangwa@iym.gov.za on telephone no: 048 801 5024/5116.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Inxuba Yethemba website (www.iym.gov.za) A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be forwarded to Inxuba **Yethemba Municipality, PO Box 24, Cradock 5880 ,1 J.A Calata Street, Cradock or hand delivered to the Cradock Municipal Registry Office.**

Please take note: •**ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted •**No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification •If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful •**Inxuba Yethemba Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.** Applications not accompanied by the required documentation will not be considered.



MR M.W. MBEBE
MUNICIPAL MANAGER