UMSOBOMVU LOCAL MUNICIPALITY

Continuously Rising

PERSONNEL VACANCY

Umsobomvu Municipality, serving the towns and rural areas of Colesberg, Noupoort and Norvalspont, invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

Post: Chief Operations Officer (fixed term)

Qualifications: Grade 12, Certificate in Municipal Finance and Management, Relevant Bachelor degree or Diploma or a relevant qualification registered on the National Qualifications Framework on NQF 6 will be an added advantage.

The successful candidate will form part of the management team of the municipal administration, reporting to and be accountable to the Municipal Manager.

Remuneration Package: Negotiable.

Minimum Requirements:

- 5 years' experience at local government management level;
- Good knowledge of and comprehension of policy and legislation;
- Valid driver's license and own transport;
- No criminal record.

Job Purpose

- To oversee municipal operational processes, optimise operational capabilities and to manage excellent service delivery initiatives;
- To analyse financial reports and develop financial policies and procedures to enhance operations;
- To ensure effective customer satisfaction and relations;
- To compile the budget of the directorate;
- To safeguard municipal assets;
- To assist management to ensure effective and efficient service delivery.

Key performance areas:

- Manage and coordinate the day-to-day operations and activities of the municipality in conjunction with the Municipal Manager;
- Provide both strategic and support services to all departments to ensure that the municipality delivers on its mandate in an integrated and coordinated manner;
- Ensure that the municipality is more responsive, accountable, transparent, compliant and enhances service delivery;
- Ensure proper coordination between departments regarding integrated planning processes and operations;
- Ensure that the focus remains on customers and that they are continuously engaged in planning, implementation and review processes;
- Oversee the development, implementation and review of cost control and risk management measures;
- Ensure good corporate governance and entrench a performance-driven culture throughout the institution;
- Play a key role in transforming the municipality into a developmental local government institution;

- Manage Performance Management, Information Technology, Risk Management, Audit Committee, Internal Audit Unit and Audit outcomes;
- Ensure the timeous preparation of performance reports and compliance by the municipality with the constitutional, legislative and policy framework of local government;
- Assesses, developing and implement processes and new technology;
- Providing strategic support to the organisation on matters of policy development and transformation;
- Establishing and maintaining a comprehensive set of management and financial systems and controls within the Directorates and maintaining regular reporting standards in terms of the requirements of the MFMA and municipal accounting standards;
- Working with the management team to compile the municipal budget;
- Spearhead strategies to steer the institution towards a better future.

Please Note:

1. The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and it's EE Plan when considering appointments.
2. No late or faxed applications will be considered.
3. Candidates are required to complete the prescribed Application Form (Ordinary Employees) which is obtainable on the Municipal Website; www.umsobomvumun.co.za and supplement it with a detailed C.V.
4. Short-listed candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and competency assessment.
5. Umsobomvu municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, cost of advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act as amendment or any other relevant legislation.
6. Canvassing and/or lobbying of Councillors for the purpose of being appointed is not permitted and proof thereof will result in the disqualification of an applicant.
7. In the event that an offer of employment is unreasonably declined, the applicant shall be held liable for all costs incurred by the municipality including advertisement, travel and subsistence allowances to attend the interviews costs.
8. Suitably qualified applicants must submit with the application form and CV, certified copies of academic qualifications, Identity Document and Driver's License and address same to: **The Municipal Manager Umsobomvu Municipality, Private Bag X 6, Colesberg, 9795,** or hand delivered at **Umsobomvu Municipal Offices, 21A Church Street, Colesberg, at the Registry Office.**
9. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
10. The Municipality reserves the right to appoint or not appoint any person.
11. **Closing Date: 16 August 2019 at close of business.**

Enquiries: Mr A.C. Mpela (Municipal Manager) Tel. 051 7530 777 or e-mail mpela@umsobomvumun.co.za during office hours (07:45 – 16:30).

A.C. MPELA
MUNICIPAL MANAGER
Notice No. 67/2019 Date: 24 July 2019