



RUSTENBURG LOCAL MUNICIPALITY

P O Box 16, Rustenburg, 0300, North West Province, South Africa. Tel: (014) 590 3550 Fax: (014) 590 3552 Email: munman@rustenburg.gov.za

D5. FINANCIAL INTERN (REF: BTO-D5)

Salary: An all inclusive remuneration package of R120 000.00 p/a

Requirements:

- Grade 12 with Accounting as a subject.
- B-Comm or National Diploma in Accounting/ Finance/ Internal Audit

Knowledge & Skills:

- Strong work ethic and enthusiasm to learn various components of financial management.
- Sound understanding of computer literacy

Duties:

- Assist in developing financial policies and procedures, compilation of financial statements and management reports, compilation of the annual budget, control and management of municipal bank accounts and investments, assist in management of debtors and credit control processes, reconciliations and financial analysis, effective supply chain management and management of assets and liabilities.

E. DIRECTORATE: CORPORATE SUPPORT SERVICES

E1. SECTION MANAGER: RECRUITMENT (REF: DCS-E1)

Salary: R397 548 - R464 064 p/a (Level 3)

Requirements:

- B-Degree/ Diploma Human Resources Management or developed competencies.
- A minimum of 3 years applicable experience, of which 2 years in managing personnel and administration issues within a medium to large sized organization.

Knowledge & Skills:

- Knowledge of relevant HR legislation, personnel and administration management as well as HR processes, attention to detail, planning and organisation skills.
- Computer literacy and excellent communication skills with specific emphasis on report writing skills and policy drafting skills including typing.
- Project management skills, excellent administrative skills and the ability to deal effectively with a very extensive workload and high stress level.
- Knowledge of Labour Budget will be an added advantage

Duties:

- Co-ordinate and supervise the Recruitment Section of the Human Resources Management Unit.
- Develop and review sectional policies in line with relevant legislation.
- Manage the personnel HR information system
- Ensure that employees are paid in accordance with the approved salary scales
- Manage the administration of benefit schemes
- Assist internal and external auditors with queries relevant to the recruitment section.

F. DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

F1. UNIT MANAGER: ENTERPRISE DEVELOPMENT (REF: LED-F1)

Salary: R468 408 – R586 152 p/a (Level 2) plus Transport Allowance

Requirements:

- B-Degree in Economic Development/ Developmental Studies;
- 4 Years applicable experience
- Valid Drivers Experience

Knowledge & Skills:

- Knowledge in local economic development
- Strategic and analytical thinking
- Project management and conceptualisation skills
- Administrative and good communication skills
- Financial management
- Supervisory ability

Duties:

- Provide input to the municipality's IDP and budget (SDBIP)
- Develop tourism and marketing strategy that ensures the branding of the Municipality
- Source funding by submitting proposals to the Municipal Budget for all LED programmes
- Execute specific LED project/ programme requirements and monitor application and outcomes
- Coordinate cross-district projects and programmes for Enterprise / SMMEs purposes
- Facilitate policy adherence in establishing, developing and reviewing role-definitions of Enterprise / SMMEs structures for participation and stakeholders
- Communicate with the relevant stakeholders and implement initiatives to build Enterprise / SMMEs capacity within the municipality

G. DIRECTORATE: PLANNING & HUMAN SETTEMENT

G1. SECTION MANAGER: URBAN RENEWAL & FUTURE PLANNING (REF: PHS-G1)

Salary: R397 548 - R464 064 p/a (Level 3) plus Transport Allowance

Requirements:

- B-Degree/National Diploma in Town Planning.
- 3 years' applicable experience.
- Valid Drivers License

Knowledge & Skills:

- Duties require thorough knowledge of Town Planning and land use practices, legislation and interpretation.
- Valid driver's license
- Computer literacy
- Negotiation skills/ creative and innovative skills / communication skills

Duties:

- To manage in the Section to review policies/guidelines with regards to future planning and Urban Renewal.
- Write policy / guidelines with regard to Future Planning and Law Enforcement.
- Determine needs of the section and provide input in the compilation of the budget
- Monitor that the Rustenburg Land Use Management Scheme and other applicable land use by-laws are up-to-date.
- Manage all aspects relating to spatial forward planning within the area of jurisdiction like identifying forward planning projects.
- Communicate designated staff responsibilities, authority and personal performance measurement criteria to ensure understanding of the work and to provide a basis for on-going assessment.

G2. SECTION MANAGER: LAND USE MANAGEMENT (REF: PHS-G2)

Salary: R397 548 - R464 064 p/a (Level 3) plus Transport Allowance

Requirements:

- B-Degree/National Diploma in Town Planning.
- 3 years' applicable experience.
- Valid Drivers License

Knowledge & Skills:

- Computer literacy.
- Duties require thorough knowledge of Town Planning and land use practices, legislation and interpretation.
- Valid driver's license.
- Negotiation skills/ creative and innovative skills / communication skills.

Duties:

- Proper management of the section with regards to the implementation of town planning policies and guidelines.
- Monitor that all developments adhere to the principles of sustainability, legal, safety and aesthetic requirements.
- Evaluate buildings plans, and other town planning applications.
- Compile reports motivating recommendations on the assessment of applications and appropriate requirements and conditions of approval for specific applications.
- Conduct regular meetings and feedback sessions and attend meetings relating to the Town Planning.

G3. SECTION MANAGER: LAND DISPOSAL & LEASING (REF: PHS-G3)

Salary: R397 548 - R464 064 p/a (Level 3) plus Transport Allowance

Requirements:

- B-Degree/National Diploma in Estates and Land Administration.
- 3 years' applicable experience
- Valid Drivers License

Knowledge & Skills:

- Knowledgeable with Estates and Land Administration
- Computer Literacy
- Contract Management knowledge and skill
- Planning and organizing skills

Duties:

- Implement Council Resolutions relating to land sales
- Draft and compile contacts of purchase
- Publish advertisements for development proposals.
- Verify property details and ownership
- Handover of Title Deeds in various areas under the jurisdiction of the Municipality.

G4. PROJECT CO-ORDINATOR (REF: PHS-G4)

Salary: R326 076 – R360 072 p/a (Level 6) plus Transport Allowance

Requirements:

- B-Degree / Diploma
- Project Management qualification added advantage
- Computer literacy
- Valid Drivers Licence

Knowledge & Skills:

- A clear understanding of the Housing code
- Level headed for effective management
- Organizing and planning
- Professionalism
- Good interpersonal communication skills
- Leadership qualities for professional acumen and teambuilding

Duties:

- Housing subsidy administration
- Facilitate briefing meetings with professional team
- Liaising with NHBRC with regards to project enrolment & quality control
- Facilitate monitoring of quality against contract specification
- Liaising with the Provincial housing department
- Monitor progress against project plan and progress schedule
- Obtain hand-over certificates and reconcile beneficiaries to the correct stand numbers and deeds
- Prepare project close-out reports in terms of performance and reporting framework

G5. INFORMAL SETTLEMENT OFFICER (REF: PHS-G5)

Salary: R219 312 – R254 436 p/a (Level 9)

Requirements:

- Grade 12 plus applicable Tertiary qualification
- Computer Literacy
- 1 year experience
- Valid Drivers License

Knowledge & Skills:

- A clear understanding of the Housing code
- Level headed for effective management
- Organizing and planning
- Professionalism
- Ability to work under pressure
- Good interpersonal communication skills
- Leadership qualities for professional acumen and teambuilding
- Analytical thinking

Duties:

- Marking shacks to control the growing and mushrooming of informal settlements.
- Housing subsidy administration.
- Facilitate briefing with the contractor, CLO and the steering committee
- Liaising with NHBRC with regards to project enrolment and quality control
- Liaising with the Provincial Housing Department
- Monitoring progress against project plan and progress schedule
- Obtain hand over certificates and reconcile beneficiaries to the correct stand numbers and deeds
- Prepare project close out reports in terms of performance and reporting framework
- To relocate communities from areas which are not habitable to areas which are habitable
- Allocation of the completed houses to the rightful beneficiaries.

G6. BUILDING INSPECTOR (REF: PHS-G6)

Salary: R260 880 – R288 000 p/a (Level 8) plus Transport Allowance

Requirements:

- N4 Building Construction
- Law enforcement certificate, other requirements/skills
- Valid Drivers License
- 2 years relevant experience.

Knowledge & Skills:

- Able to work in all weather conditions
- Able to work outside normal working hours during emergencies and planned overtime.

Duties:

- Main duties will include but are not limited to law enforcement, work-sites inspections to establish that materials, the construction of the works and procedures are in accordance with approved design drawings, pacifications and statutory regulations (National Building Regulations and SABS codes of practice).
- Verify design and structural details to determine applicability and conformity.
- Approve building plans.

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.
3. Only hard copies will be accepted. No

- faxed or electronic applications will be accepted.
4. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.
5. All applications must be submitted with a detailed CV, Certified copies of qualifications, ID document and driver's licence, the names of three

references from current and previous employers and a fully completed official application form, as available from the municipal website or the Human Resources Department, to be couriered to Directorate: Corporate Support Services, Unit: Human Resources, c/o Nelson Mandela & Beyers Naude Drive, Rustenburg 0299, P O Box 16, Rustenburg 0300. Please mark envelope "VACANCY". Administrative enquiries may be directed to Human Resources at tel. 014-590 3514/ 3200.

CLOSING DATE: 26TH OCTOBER 2017
Notice number: 53/2017

Directorate
Office of the Speaker
Office of the Municipal Manager
Technical & Infrastructure Services
Budget & Treasury Office
Corporate Support Services
Planning & Human Settlement

Reference no: 4/4/2/2
Vote number : 030/044/0101