



**RAYMOND
MHLABA
MUNICIPALITY**

UMANYANO KUPHULISO

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8 Somerset Street | Fort Beaufort, 5720 | P.O.Box 36, Fort Beaufort, 5720

VACANCIES

The Raymond Mhlaba Local Municipality is a Category B Municipality, established after the amalgamation of Nkonkobe and Nxuba municipalities. It has its administrative seat in Fort Beaufort and its Council seat in Alice. The Raymond Mhlaba Municipality comprises of the historic towns of Alice (home of University of Fort Hare), Fort Beaufort, Hogsback, Middeldrift, Debe Nek, Seymour, Balfour, Adelaide, and Bedford. It also serves a large rural area in addition to the towns. The Raymond Mhlaba Local Municipality falls in the Amathole District Municipality in the province of the Eastern Cape. It is looking for visionary, inspirational, customer-oriented, high-calibre and trend-setting strategists to fill the following positions.

MANAGER: LOCAL ECONOMIC DEVELOPMENT

TASK GRADE 15

Directorate: Strategic Planning and LED

Requirements include: Grade 12; NQF level 7, Degree in Business or Developmental Studies, Economics or equivalent qualification in commerce and related field; minimum of 2 years' experience in the field of Local Economic Development including Small Medium and Micro – Enterprise Development; proven managerial experience; at least 3 years experience in Local Government; sound understanding of legislation governing promotion of Local Economic Development in government and transformation; strong interpersonal skills; above average analytical, good communication, sound computer, report writing, problem solving, excellent planning, organising skills and ability to liaise with different stakeholders at all levels, a valid code B driver's licence and good driving capabilities.

Duties include: Formulation of LED and related policies, strategies, programmes and plans for the unit in line with the Intergrated Development Plan; facilitating the formulation of the LED component of the Intergrated Development Plan; coordinating and alignment of LED programmes within the municipality across all spheres of government and other stakeholders; coordinating and facilitating of support to the SMME's, Cooperatives and Informal Traders; strategic planning for the unit; overall management of the performance of LED Unit; overseeing the different programmes implemented by the unit which include Tourism Development and Marketing, Agriculture, Heritage, Environment, Cooperatives, Small Medium and Micro Enterprise Development and Film Development; facilitating integration and coordination of LED Unit programme with that of the development Agency.



2 X PMU TECHNICIANS – CIVIL

TASK GRADE 10

Directorate: Engineering Services

Requirements include: Grade 12, A recognized National Diploma in Civil Engineering or equivalent. 2-3 years relevant experience. Registration with relevant professional body will be an added advantage. Experience in Municipal environment will be an added advantage. Be computer literate. A valid driver's licence. Must have own transport.

Duties include: Participate in preparations of implementation programme for procurement of Service Provider's for the design and implementation of projects. Participate in the preparation of Terms of Reference to identify the Scope of Works for the Engineering Consultations for design of infrastructure. Verify and advise the service provider on the cost of design proposal and recommend viable design approach for approval. Verify technical reports prepared by the consultants entailing scope of works and cost of related infrastructure projects. Conduct site briefing inspections to not and respond to bidder's queries for smooth implementation of projects. Conduct project site technical and progress meeting. Compare bill of quantities against work progress before processing the claim of service providers.

ARTISAN ELECTRICIAN(MAINTENANCE)

TASK GRADE 9

Directorate: Engineering Services

Requirements include: Grade 12; N3 in Electrical Engineering; Code C1 driving licence; 2-3 years relevant experience;

Duties include: Implement activities with regards to installation, repairs planned and predictive maintenance sequences; ensure installation and safety procedures and guidelines are complied with and tasks executed in accordance with standards associated with quality workmanship; Perform works activities and sequence on contraction of electrical street lighting infrastructure; ensure that the works is executed as per the set guidelines and works order; Perform routine interactions and or reporting on the activities progress and challenges.


2 X SENIOR MECHANICS

TASK GRADE 10

Directorate: Corporate and Engineering Services

Requirements include: Grade 12 / N3 or higher; Trade test certificate; Qualified diesel & petrol mechanic with specialization in diesel; Basic Computer literacy; A valid code EC or code 14 driver's licence; Municipal experience will be an added advantage; PDP will be an added advantage; 5 years or more experience in earth moving machinery / yellow plant.

Duties include: Repairing or replacing transmission, brakes, engines and other parts; Inspecting earth moving and vehicle systems including but not limited to suspensions, steering and exhausts. Conduct field services on machinery or vehicles in case of emergency or breakdown. Fully scoping



out of machinery / vehicle issues and preparing work plans. Test driving repaired machinery / vehicles. Maintain records of parts and serviced vehicles / machinery and perform any other duties assigned to by the employer.

Special Requirements: Ability to work without supervision. Ability to work with a diagnostic machine. Ability to function in a community environment. Ability to function effectively under pressure and deadline orientated. Ability to function independently as well as within a team. Ability to follow instructions. Maintaining effective working relationships with co-workers and management. Be able to take instructions from the Manager and be computer literate.

SENIOR ACCOUNTANT: FINANCIAL REPORTING AND ASSETS

TASK GRADE 13

Requirements include: Grade 12; B.Com/B-Tech Degree in Accounting; Minimum of 5 years relevant experience in financial reporting, with 2 years at a supervisory role; Must be computer literate; Must have driver's license; Knowledge of legislative frameworks governing local government, GRAP and other related principles; Knowledge of MFMA CaseWare working papers and completed accounting articles will be an added advantage.

Duties include: Supervision of subordinates; Assessing the adequacy of current financial policies and procedures; Scrutinizing ledger journal supporting documents and financial sequences against transactional recording; Preparation of financial statements for internal and external use; Collecting and analysing financial data, ensuring that all reporting is in compliance with GRAP reporting guidelines; Liaise with both internal and external auditors as audit controller for the institution; Compiling reports for the CFO's office in reporting to all the relevant stakeholders; Ensure compliance with MFMA requirements on financial reporting for municipalities; Responsible for day to day running of Financial reporting and asset management office ;Responsible for the preparation of reconciliations for all balances and classes of transactions to support AFS and IFS; Insurance management; Auction/tender/ donating of Councils obsolete assets; Compilation and maintenance of the immovable asset register; Identifying training needs of subordinates and planning training sessions for the unit; Perform any other relevant duties allocated to the incumbent by the Supervisor

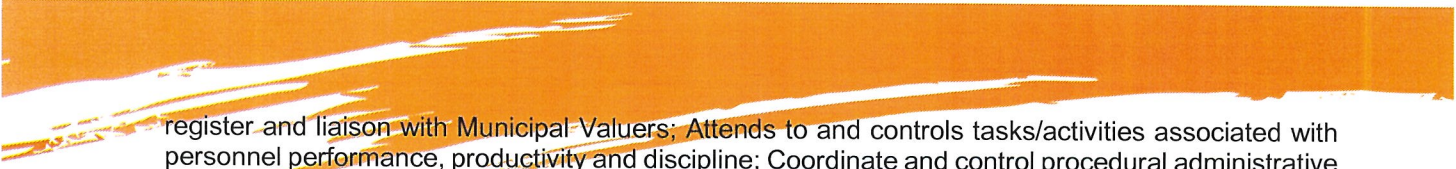
SENIOR ACCOUNTANT – VALUATIONS, RATES AND CUSTOMER CARE

TASK GRADE 12

Directorate: Budget and Treasury

Requirements include: B Tech/Degree in Accounting or equivalent; 5 years' experience in a property rates section of a Municipality; At least 2 years' experience in a supervisory capacity; Valid Code B Driver's Licence; Computer literacy (MS Office applications i.e. advanced excel and SAMRAS); Appropriate knowledge of the Municipal Property Rates Act, No.6 of 2004; Knowledge of mSCOA will serve as an added advantage; Good management, human relations, interpersonal and communication skills; Sound knowledge of the standards of Generally Recognised Accounting Practice (GRAP); Analytical Skills; Ability to give attention to detail; Willingness to work after normal office hours, during emergencies and planned activities.

Duties include: Coordinate, control and administer billing, rates and taxes and property valuations in accordance with legislative prescripts; Accurate levying of fixed municipal rates and taxes according to Council's Policies and By-Laws; Control and ensure the monthly reconciliation of rates and valuations; Issue clearance certificates; Administer valuations in accordance with legislative prescripts; valuation roll, consultation, objections, administrative support regarding valuation process, supplementary valuations, financial procedures regarding property valuations, property



register and liaison with Municipal Valuers; Attends to and controls tasks/activities associated with personnel performance, productivity and discipline; Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality; Keep abreast of legislative changes and emerging trends in the profession; Administer customer care relating to Revenue Management incorporating applicable software and policies.

ACCOUNTANT: FINANCIAL REPORTING

TASK GRADE 10

Directorate: Budget and Treasury

Requirements include: Grade 12; B.Com/B-Tech Degree in Accounting; Minimum of 3 years relevant experience in financial reporting; Accounting articles will be an added advantage; Must be computer literate; Must have driver's licence; Knowledge of legislative frameworks governing local government, GRAP and other related principles; Knowledge of MFMA CaseWare working papers will be an added advantage.

Duties include: Assist in Preparing financial statements for internal and external use. Assists in Collecting and analysis of financial data, ensuring that all reporting is in compliance with GRAP reporting guidelines. Assist both internal and external auditors. Assist the CFO's office in reporting to all relevant stakeholders. Ensure compliance with MFMA requirements on financial reporting for municipalities. Assist with day to day running of financial reporting office. Assists in the preparation of reconciliations for all balances and classes of transactions to support balances and transaction reported in the Annual Financial Statements. Perform any other relevant duties allocated to the incumbent by the Supervisor.

FINANCIAL MANAGEMENT INTERNS (2)

Directorate: Budget and Treasury

(Two-year Fixed Contract)

National Treasury has set up a financial internship programme to manage capacity building in municipalities. Interns will undergo practical experience and further training in strategic reforms in municipal finance. Appointments will be for a period of two years with a possible extension of a further year.

Requirements include: A three year's Bachelor's Degree / National Diploma (NQF 6) with major concentrations in Cost and Management, Financial Accounting and Internal Auditing, Computer Literacy (MS Office Applications) High Level of responsibility and ability to give attention to detail Accountancy and numeracy skills Reporting Skills, Basic Knowledge of monthly reconciliations, Knowledge and or experience with regards to Internal Audit processes Good communication skills.

Duties include: Assisting in the implementation of accepted municipal accounting practise and budgetary reforms. Training in the key performance areas of Internal Audit Financial Accounting and Reporting Supply Chain Management Budget Management Revenue Management.



ADMINISTRATION OFFICER: HOUSEKEEPING AND AUXILLARY SERVICES

TASK GRADE 10

Directorate: Corporate Services

Requirements include: Grade 12; National Diploma in Office Management; Two year experience; Knowledge and understanding of Local Government will be an added advantage; Valid Driver's Licence; Computer Literacy (MS Office Applications).

Duties include: Facilitate the provision of auxiliary services and ensuring hygiene is maintained to all departments; Coordinate sequences associated with maintenance of municipal offices and payments; Coordinate and controls the activities of personnel, allocate and prioritizes outcomes; Participate in process aimed at providing information, advice and guidance; Coordinate specific administrative and reporting requirements; Monitoring the provision of an effective and efficient reception and switchboard services. Perform any other relevant duties allocated to the incumbent by the Supervisor.

MANAGER: WASTE AND SOCIAL NEEDS

TASK GRADE 15

Directorate: Community Services

Requirements include: Grade 12; Bachelor's Degree in Environmental Management or equivalent; 5 years' experience in waste and environmental services; proven managerial experience; at least 3 years' experience in Local Government; sound understanding of legislation governing promotion of healthy environment in government and transformation; strong interpersonal skills; above average analytical, good communication, sound computer, report writing, problem solving, excellent planning, organising skills and ability to liaise with different stakeholders at all levels, a valid code B driver's licence.

Duties include: Develop related policies and plans; Lead an efficient and effective environmental and waste management and pound services; Manage parks, cemeteries and amenities; Lead the maintenance of Municipal facilities municipality; Manage the overall financial budget for the Section; Lead and controls outcomes associated with utilisation, productivity and performance of personnel within Waste and Environmental Management; Build and maintain relationships with internal and external stakeholders;

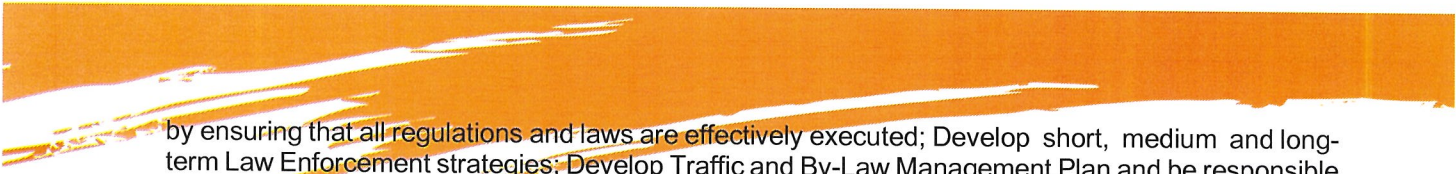
CHIEF TRAFFIC OFFICER

TASK GRADE 13

Directorate: Community Services

Requirements include: Grade 12; Tertiary qualification in Traffic Management / Public Safety/ Municipal & Traffic Policing; Registered as an Traffic Officer; Registered as an Examiner for Vehicles (Grade A); Driving license code EC; Good communication and interaction skills; Computer literate; No criminal record; 5 years working experience as traffic officer which 3 years be on supervisory level in a municipal environment.

Duties include: Coordinate and control all activities associated with Municipal Traffic Services and Municipal By-Laws Function; Plan and facilitate Traffic and By-Law Enforcement operations



by ensuring that all regulations and laws are effectively executed; Develop short, medium and long-term Law Enforcement strategies; Develop Traffic and By-Law Management Plan and be responsible for its execution; Create and institute an effective reporting system of the unit; Develop intervention strategies that will address the expansion of Traffic demands in line with the Municipal IDP; Manage and control specific routines associated with the impounding, disposal and administrating stray animals within the municipality; Managing and coordinates speed checking, roadblocks, special operations, traffic patrol duties and attend to court cases; Maintain effective and efficient stakeholder's relations and ensure all general protocols, policy and procedures are adhered to; Motoring of effective utilization of municipal assets and resources; Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.

EXAMINER FOR DRIVING LICENCES

TASK GRADE 10

Directorate: Community Services

Requirements include: Grade 12 ; Examiner for Driving Licence Diploma; 1-year relevant experience; No criminal record; Registered as an examiner for driving licence and examiner for vehicles (Grade A) will be an added advantage; Computer Literacy – Office Applications and eNatis; Sound Knowledge of the Road Traffic Management Act relating to Learners and Drivers Licence testing; Sound K53 knowledge and eNaTIS; Attention to detail; Very Good communication skills; Ability to work under pressure.

Duties include: Coordinates and controls the application of procedures associated with driver testing; Checking details of application received for Driving and Learners licences; Determining driving abilities of applicants, conducting tests and using K53 applications; Evaluating and/ or conducting competency tests and associated requirements; Attends to specific administrative duties; Completing procedural information, forms, documents and notifications; Recording and maintaining daily, monthly, and annual statistics; Performing eNaTIS related functions; Performs tasks/activities associated with the testing of driving licences through the application of laid down assessment and inspection procedures to ensure drivers conform with the requirements of the National Road Traffic Act and other relevant legislation.

OPERATIONS MANAGER

TASK GRADE 15

Raymond Mhlaba Development Agency

Requirements include: Grade 12; Bachelor's Degree / Diploma in Business Management, Development Studies or equivalent; project management qualification will be an added advantage; 5 years' experience in Economic development environment; proven managerial experience; at least 3 years' experience in Local Government; sound understanding of legislation governing promotion of local economic development in government and transformation; Ability to convert strategy into operational outcomes; strong interpersonal skills; above average analytical, good communication, sound computer skills, report writing, problem solving, excellent planning, organising skills and ability to liaise with different stakeholders at all levels, a valid code B driver's licence.

Duties include: Stimulate wide economic growth through the promotion of entrepreneurial activity; Leveraging business development and support; Facilitation of investments into strategic economic sectors and spatial nodes; Foster partnerships for sustainable development; Implement sustainable initiatives with positive impact to the rural livelihoods of the Raymond Mhlaba communities; Establish


long range objectives and ability to develop and articulate strategy and actions for achievement of the overall company's strategy; Develop and implement stakeholder management tools to create a common understanding of the agency's with stakeholders; etc, stakeholder buy in and active participation in the agency's initiatives; Direct the consolidated project financial reporting ensuring accuracy of information in order to determine cash flow needs for each project; Champion fundraising for identified programs or initiatives.

Candidates will be subjected to an interview and must be aware that previous employers and references will be contacted. Their qualifications, credit and criminal records will be vetted. The candidates will be required to disclose all financial interests including pending cases against them. Failure to attach the required documents will disqualify your application. Canvassing of Councillors is not permitted, and proof thereof will result in disqualification.

For further enquiries regarding this advert, please contact the Acting HR Manager at 046 645 7420 or email mmoffice@raymondmhlaba.gov.za / nkopana@raymondmhlaba.gov.za

Application form (obtainable from the municipal website) together with a comprehensive Curriculum Vitae and certified copies (not older than 6 months) of qualifications and identity document must be addressed to The Municipal Manager, Raymond Mhlaba Local Municipality, No. Street, 8 Somerset Street, Fort Beaufort, 5720 and should reach the afore-mentioned not later than 19 April 2024 at 12h00. **No faxed or emailed applications will be considered.**

Raymond Mhlaba Municipality is committed to employment equity and therefore in these appointments such factors will be considered. Women and People living with Disabilities are encouraged to apply. Raymond Mhlaba Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with the shortlisted candidates. If you have not heard from us within 3 months of the closing date, regard your application as unsuccessful. The Council nevertheless appreciates the interest shown by all applicants.



U.T. MALINZI
MUNICIPAL MANAGER
DATE: 03/04/2024