



RE: ADVERTISEMENT OF A VACANT POST –INTERNAL/EXTERNAL

The Sedibeng District Municipality with its seat in Vereeniging invites candidates to apply for the following performance-based.

STRATEGIC PLANNING ECONOMIC DEVELOPMENT

CLUSTER	SPED
DEPARTMENT	FRESH PRODUCE MARKET
POSITION	MANAGER: FRESH PRODUCE MARKET
SALARY	JOB LEVEL 03 (R 677,784.00 p. a) plus benefits for a grade 11 local authority
REQUIREMENT	Grade 12 plus A bachelor's degree in Business Administration or a degree in a related field
EXPERIENCE	At least minimum of (3) years' experience in business operations environment of which one (1) year must be at middle management manager level.
JOB PURPOSE	To provide strategic leadership and overall direction and guidance for all activities in implementing the core strategy of the market. Develop, implement and monitor the market's vision, strategy and related policies and plans to achieve the Sedibeng District Municipality's objectives as articulated in the Integrated Development Plans and Growth and Development Strategy by:
DUTIES	<ol style="list-style-type: none"> 1. Ensuring that the achievement of strategies and goals by providing visible, supportive, and effective leadership to the Strategic Planning Economic Development Cluster. 2. Ensuring the formulation and influence on short-, medium- and long-term service delivery plans on strategies and goals by providing direction and contributing to the development and reviewing of credible plans for the Division, including the integrated development plan (IDP) and service delivery and budget implementation plan (SDBIP). 3. Providing guidance in the translation of organizational strategy into operational objectives, whilst ensuring delivery of functional strategic plans Managing the development and implementation of compliance systems within the Strategic Planning Economic Development Cluster. 4. Ensuring the timely preparation and submission of monthly, quarterly, mid-year and annual financial reports for the Fresh Produce Market. 5. Ensure to comply with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007. 6. Ensuring the promotion of a culture of service to clients, accountability, co-operation, and mutual assistance among staff by monitoring, measuring and evaluating performance. 7. Develop and implement strategies to support the meaningful participation of black farmers and agents in the overall business of the market.
COMPETENCY REQUIREMENTS OF THE POST	Financial Management <ul style="list-style-type: none"> ➤ Demonstrates knowledge of financial planning and budget implementation ➤ Ability to allocate budgetary requirements to simple programmes and projects ➤ Ability to implement and monitor spending for simple projects ➤ Recognizes the importance of financial sustainability and prudent financial management systems

	<p>People Management and Empowerment:</p> <ul style="list-style-type: none"> ➤ Designs clearly defined tasks to subordinates. ➤ Monitors & evaluates employee performance on assigned tasks & takes the appropriate action where subordinate performance is deficient. ➤ Seeks opportunities to increase personal contribution & level of responsibility. ➤ Applies labour & employment Legislation & regulations & policies consistently.
	<p>Project and Programme Management:</p> <ul style="list-style-type: none"> ➤ Demonstrates knowledge of financial planning and budget implementation ➤ Ability to allocate budgetary requirements to simple programmes and projects ➤ Ability to implement and monitor spending for simple projects ➤ Recognizes the importance of financial sustainability and prudent financial management systems
	<p>Organizational Awareness/Political Impact</p> <ul style="list-style-type: none"> ➤ Demonstrates an understanding of the municipal and local government processes ➤ Understands and internalizes the municipality's priorities and goals ➤ Understands sector policies and legislation ➤ In-depth knowledge of the issues impacting service delivery

Sedibeng District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. Sedibeng DM reserves the right not to make an appointment in the above-mentioned position, although advertised, it can be filled by way of transfer or deployment, should it be considered to be in the interest of service delivery. If you do not hear from us within 60 days after the closing date, kindly accept that your application was unsuccessful and communication will be limited to shortlisted candidates. Canvassing of councillors or employees, in respect of the position, will lead to immediate disqualification of the application. •Please note that recommended candidates will undergo security vetting, including inter alia competency assessments, the verification of curricula vitae, all qualifications and criminal records. The successful candidate will be required to sign an employment contract, a performance agreement as well as to disclose their financial interests.

The application form can be downloaded from our website: www.sedibeng.gov.za
Applications must be hand-delivered to our Human Resources in room 111 on the first floor.

All enquiries relating to job content can be directed to our Human Resources Department during office hours.

CLOSING DATE FOR ALL APPLICATIONS IS 21 NOVEMBER 2023

Sedibeng District Municipality is an equal opportunity and affirmative action employer. It is our intention to promote equitable representivity through the filling of these positions.

Mr. F.M Mathe
Municipal Manager
Sedibeng District Municipality





ADVERTISEMENT OF A VACANT FIXED TERM CONTRACT POST-INTERNAL/EXTERNAL

The Sedibeng District Municipality with its seat in Vereeniging invites candidates to apply for the following performance-based.

POLITICAL MANAGEMENT TEAM

CLUSTER	POLITICAL MANAGEMENT TEAM
POSITION	EXECUTIVE PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR
SALARY	Job level 04 (R 808,147.28. p.a.)
REQUIREMENT	Grade 12 plus B Degree: Public Management or National Diploma: Public Management or a National Diploma in a related field
EXPERIENCE	3-5 Years
JOB PURPOSE	To provide and facilitate administrative functions in the Office of the Executive Mayor by:
DUTIES	<ul style="list-style-type: none"> ➤ Managing and undertaking administrative duties relating to Office of the Executive Mayor. ➤ Compiling, implementing and controlling the budget in accordance with the Municipal Finance Management Act and relevant policies of Council to attain the set goals of the Office of the Executive Mayor. ➤ Interacting with all stakeholders including the other two tiers of government on matters related to the Office of the Executive Mayor. ➤ Compiling and submitting Monthly, Quarterly and Annual Reports that serve before Council and relevant stakeholders on activities within the scope of the Office of the Executive Mayor. ➤ Facilitating implementation of applicable Legislation Policies and Procedure and Best Practice in the Office of the Executive Mayor. ➤ Managing the Executive Mayor's diary ➤ Understanding of the political office and its functions
COMPETENCY REQUIREMENTS OF THE POST	Financial Management <ul style="list-style-type: none"> ➤ Understands, analyses and monitors financial reports ➤ Ensures proper records of financial affairs and transactions ➤ Prepares financial reports and guidelines based on prescribed format ➤ Aligns expenditure to budgets and cash flow projections
	People Management and Empowerment: <ul style="list-style-type: none"> ➤ Able to relate with colleagues ➤ Be able to contribution level of responsibility and accountability ➤ Able to manage own time/priorities of the office and position.
	Project and Programme Management: <ul style="list-style-type: none"> ➤ Be able to articulate instruction clearly ➤ Manages multiple projects/programmes
	Organizational Awareness/Political Impact <ul style="list-style-type: none"> ➤ Demonstrates an understanding of the Municipal and Local Government processes ➤ Understands and internalizes the Municipality's priorities and goals

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| <ul style="list-style-type: none"> ➤ Understands sector Policies and Legislation ➤ In-depth knowledge of the issues impacting service delivery |
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The application form can be downloaded from our website: www.sedibeng.gov.za and attach a comprehensive Curriculum Vitae (CV), Certified Copies of Qualifications and Identity Document.

Applications must be hand-delivered to our Human Resources in room 111 on the first floor.

This appointment will be based on a fixed-term contract linked to the term of Office of the Executive Mayor and will terminate 30 days after the departure of the Political head from office)

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<p>Municipal Manager Mr. F.M Mathe Sedibeng District Municipality</p>
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