



**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
INTERNAL/EXTERNAL**

LESEDI LOCAL MUNICIPALITY, with its Head Office situated in HEIDELBURG, Cnr HF Verwoerd and Louw Street, invites suitably qualified candidates to apply for the following positions:

Job notice number: 12/2023

CLUSTER: LOCAL ECONOMIC DEVELOPMENT AND PLANNING
REFERENCE NO: 4/3/3/8
POSITION: EXECUTIVE MANAGER LOCAL ECONOMIC DEVELOPMENT AND PLANNING
TERM: PERMANENT

SALARY

Remuneration Package: Minimum R 987 238 - Midpoint R1 124 899 - Maximum R 1 276 762 (Total Cost to Company)

As stipulated in Government Gazette 47538 of 18 November 2022 in respect of a category 4 municipality (Regulations on Upper Limits of Total Remuneration Packages to MM's and Managers Directly Accountable to MM's). Salary may be structured in terms of the employment contract. Pay scale will be determined by competence.

REQUIREMENTS:

As stipulated in Government Gazette 37245 Notice 21 of 17 January 2014 (Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers)

- Bachelor of Science in Building Sciences/ Architect/ bachelor's degree in Town and Regional Planning or Development Studies.
- Must have or be willing to complete the Certificate Programme in Municipal Finance within 18 months of appointment.
- Project management certificate or diploma will be an added advantage.
- Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002) will be an added advantage.
- Computer Literate (MS Office Suite).
- Valid driver's licence.
- Knowledge of the relevant Municipal and Local Government Legislation related to vocation.
- Excellent communication, interpersonal skills, proven management skills (including analytical thinking, empowerment, adaptability, leadership, conceptual, presentation, conflict management, attention to detail and negotiation skills.)



- Competent in interpretation, implementation ~~and enforcement~~ of relevant legislation and applicable policies.
- The ability to work under pressure, think strategically and creatively.

COMPETENCIES

Leading Competencies in Strategic Direction and Leadership, People Management, Program and Project Management, Financial Management, Change Leadership and Governance Leadership.

Core Competencies in Moral Competence, Planning and Organising, Analysis and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus.

Financial Competencies in Strategic Leadership and Management, Strategic Financial Management, Operational Financial Management, Governance, Ethics & Values in Financial Management, Financial and Performance Reporting, Risk and Change Management, Project Management, Legislation, Policy and Implementation, Stakeholder Relations, Supply Chain Management, Audit and Assurance.

EXPERIENCE

A minimum of 5 years at middle management levels, of which at least 2 years must be at senior management level in local government. Have proven successful Professional Development/Town and Regional Planning experience.

DUTIES

1. Good knowledge and understanding of relevant policy, legislative, institutional governance systems and performance management framework for Local Government.
2. Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
3. Knowledge of geographical information systems.
4. Knowledge of spatial, town and development planning.
5. Understanding of Council's operations and Delegation of Powers.
6. The incumbent will be expected to manage and ascertain the effective and efficient economic development and planning function of the municipality.
7. Develop and implement strategies to sustain and enhance economic development of the area.
8. Provide strategic support to the Accounting Officer, Senior Managers and Council in the development and implementation of the Integrated Development Plan.
9. Ensure compliance to the legislative framework governing development being initiated within the area.
10. Implement and manage the financial and performance reporting process according to legislation to achieve operation clean audit.
11. Formulate, review and implement council applicable development and planning policies.
12. Prepare and submit reports on the department's functions, to relevant structures and committees within the organisation.
13. Coordinate staff activities by means of aiding and attending to problems, grievances, and disciplinary hearings.
14. Ensure fair and consistent labour practices to have sound labour relations to avoid unnecessary disputes.
15. Budget management and financial control of the department.
16. Responsible for managing the department's performance, through the Service Delivery and Budget Implementation Plan by identifying deviations, apply corrective actions and evaluate performance according to KPI's and PI's.
17. Perform any other related ad hoc tasks as instructed by management from time to time.

Shortlisted candidates will be expected to complete a competency assessment battery. The successful candidate will be expected to sign an employment contract, a performance agreement and disclosure of financial interest documentation. Please note that transport and accommodation costs, to and from Lesedi, are not reimbursed. Lesedi Local Municipality is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativeness (race, gender, disability). Candidates whose appointment will promote representativeness will be given preference. Applications must be submitted on the official application form as provided in Regulation 11 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers Gazette Number 37245. Applications that do not have a fully completed and signed Application Form will not be considered. The form is available on the website of the municipality: <https://lesedi-lm.gauteng.gov.za> Applications in sealed envelopes must be hand-delivered to the Office of the Municipal Manager: Corner HF Verwoerd and Louw Street, Heidelberg during office hours only. All enquiries relating to job content can be directed to: Wendy Tshabalala @ Tel 016 492-0043, mm@lesedi.gov.za during office hours. Applications can also be posted to: P.O Box 201, Heidelberg, 1438. All shortlisted candidates will be subjected to background screening checks (verification of qualifications, criminal record checks and security vetting). Candidates with foreign qualifications must submit a letter from SAQA stating the equivalence of the qualifications. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within three (3) months, please accept that your application was unsuccessful.

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT TO THE ABOVE POSITION

DEPARTMENT: CORPORATE SERVICES

1 Job Title:	MANAGER HR & ORGANISATIONAL DEVELOPMENT
Number of positions available:	1
Term of Appointment:	Permanent
Pay Range:	TG 16: R639 552 – R830 184 per annum (benefits excl.)
Prescribed Education:	The successful candidate should have a Degree (NQF Level 7) or higher in Human Resource Management. Registration with a professional body will be advantageous.
Prescribed experience:	High level specialist within Human Resources who has excellent communication, management, problem solving, computer, presentation, budget, public relations, reporting and interpersonal skills. Valid driver's license. Must have 8 years or more relevant experience covering a broad range of human resources functions. At least 3 years supervisory experience. Emotionally stable. Should be able to withstand stress.
Key Responsibilities:	To manage the Human Resources team in the municipality. Responsible for the implementation of strategic human resources through the design, development and alignment of policies, procedures systems and controls guiding critical human resource

Interventions. Providing strategic advice with respect to Human Resources development aimed at supporting the accomplishment of the municipality's KPA's and service delivery objectives. Evaluating current practices against market trends and statutory legislation. Mapping of current and future Human Resources requirements taking into consideration operational needs, skills scarcity and retention. Advising and informing the organisation on non-compliance with respect to Labour Relations, Employment Equity, Employee Wellness, OHS, Skills Development, Performance Management, Recruitment, Selection and Placement, Talent Management and Workforce Planning.

Competency Requirements:

Thorough understanding of Local Government and legislation. Analytical thinker. Excellent communicator on all levels. Proactive and decisive under pressure. Planning and organising, monitoring and control, negotiation, change management, HR Technology, HR service delivery, Talent Management, Workforce Planning, Accountability and Ethical conduct and resilience.

2. Job Title:

INDUSTRIAL RELATIONS PRACTITIONER

Number of positions available:

1

4/7

Term of Appointment:

Permanent



Pay Range:

TG 12: R388 704 – R504 540 per annum (benefits excl.)

Prescribed Education:

A relevant tertiary qualification in Human Resource Management/ Labour Relations/Industrial/Labour Law NQF 6/7. Driver's license.

Prescribed Experience:

Minimum of 2 - 5 years' relevant experience. Must be willing to work long hours. Must have a high degree of ethics and confidentiality.

Key Responsibilities:

Specialised knowledge of Labour Relations. Advising line management on a continuous basis on the correct application of the Conditions of Service and relevant legislation/bargaining council agreements/policies in so far as labour relations aspects are concerned. Assisting employees/departments with grievance and disciplinary procedures. Monitoring of potential conflict situations in the municipality and recommending pro-active measures to management to manage it. Assisting in the pro-active planning of the management of conflict and the managing of labour unrest (including negotiations). Compiling monthly statistics on labour relations indicators for submission to supervisor. Arranging Local Labour Forum meetings

to negotiate on Labour issues (notices, agendas and minutes). Serving on Human Resources related working groups and subcommittees as required from time-to-time. Provides all administrative and support functions for Disciplinary processes.

Competency Requirements:

Planning and Organising, Monitoring and Control, Attention to detail, Dispute resolution, Service Delivery orientation, Client orientation and customer focus, accountability and ethical conduct, Use of Technology, Problem solving, Ethics and Professionalism, Resilience, Confidentiality. Excellent communication and interpersonal skills. Thorough understanding of Local Government and legislation. Analytical thinker. Excellent communicator on all levels. Proactive and decisive under pressure.

DEPARTMENT: COMMUNITY SERVICES & CORPORATE SERVICES

1. Job Title:

CHIEF FIRE AND DISASTER

Number of positions available:

1

Term of Appointment:

Permanent

Pay Range:

TG 15: R568 044 – R737 316 per annum (benefits excl.)

Prescribed Education:

12 years of broad and extensive experience in all major functions of a Fire Department, of which five (5) years must have been in a responsible administrative or management capacity as a Divisional Officer. Diploma or Bachelor Degree in Fire Technology. Computer literacy: MS Office. Valid Code C driver's license with PrDP.

Prescribed Experience:

Minimum of 12 years including relevant management experience. Must be willing to work long hours. Must have a high degree of ethics and confidentiality. Ability to engage effectively with stakeholders at all levels.

Key Responsibilities:

Deliver objectives with respect to public safety through the coordination of operations associated with enforcement of Municipal bylaws and the provision of the Fire & Rescue Services in order to ensure the risk of damage to property and/or loss of lives are limited. Command and manage the LLM's Fire Services, to provide effective, equitable and sustainable fire service to the communities of LLM. Responsible for coordination of all Fire Services functions within boundaries of LLM in terms of the Municipal Structures Act. Command, manage and/or authorise coordination and strategic planning actions during major multi-disciplinary emergency incidents or disasters. Manage personnel by leading and guiding staff and ensuring

effective teamwork. Determine capital needs and compile capital and operating budget and ensure effective management of the total approved budget for the Fire & Rescue Services. Drive the strategy and firefighting standard operating procedures for the municipality. Determines the municipality's fire safety and prevention protocol with fellow senior fire and rescue staff. Guides and directs the management of environmental hazards within applicable laws, policies and guidelines. Puts preventative measures in place to ensure that problems do not recur in the future. Oversee major emergency operations. Sets up structures and processes for the Fire section. Drives creative problem-solving approaches.

Competency Requirements:



Rescue Operations, Special Operations (Hazmat, Urban Search and Rescue), Fire Safety and Prevention, Safety and Welfare, Call Taking and Dispatch, Interpersonal Relationships, Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring, Planning and Organising, Monitoring and Control, Attention to detail, Dispute resolution, Service Delivery orientation, Client orientation and customer focus, accountability and ethical conduct, Use of Technology, Problem solving, Ethics and Professionalism, Resilience, Confidentiality. Excellent communication and interpersonal skills. Thorough understanding of Local Government and legislation. Analytical thinker. Excellent communicator on all levels. Proactive and decisive under pressure.

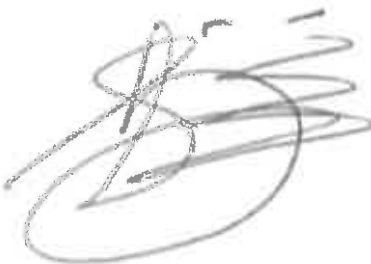
KINDLY NOTE

Please note that transport and accommodation costs, to and from Lesedi, are not reimbursed. Lesedi Local Municipality is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativeness (race, gender, disability). Candidates whose appointment will promote representativeness will be given preference. The successful candidate will be required to disclose their financial interest annually. ***Applications must be submitted on the official application form as provided in the Municipal Staff Regulations Gazette No. 45181. Applications that do not have a fully completed and signed Application Form will not be considered.*** The form is available on the website of the municipality, <https://lesedi-lm.gauteng.gov.za> All shortlisted candidates will be subjected to background screening checks (verification of qualifications, criminal record checks and security vetting). Candidates with foreign qualifications must submit a letter from SAQA stating the equivalence of the qualifications. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within three (3) months, please accept that your application was unsuccessful. ***Applicants must complete the application register to be considered. The register is available at the security desk in the main entrance.*** Applications in sealed envelopes must be placed in the advertisement box located on the ground floor at the Corner HF Verwoerd and Louw Street, Heidelberg during office hours only. All enquiries relating to job content can be directed to Mr Teboho Tsoku @ Tel 016 492 – 0299, teboho@lesedi.gov.za during office hours.

Applications to be posted to:

P.O Box 201
Heidelberg
1438

Closing date: 12 June 2023

A handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.