



# GA-SEGONYANA LOCAL MUNICIPALITY

## EXTERNAL ADVERTS

Ga-Segonyana Municipality, with its seat in Kuruman, invites suitably qualified candidates to apply for the under-mentioned vacancies:

### 1. PROFESSIONAL TOWN PLANNER

#### REQUIREMENTS:

- A relevant tertiary qualification in Town and Regional Planning
- Registered as Planner with SACPLAN
- Code B Driver's Licence
- Five (5) Years Town Planning experience
- Ability to communicate in at least two of the three (3) official languages

#### DUTIES

- To ensure that submitted applications conform to all Town Planning requirements
- Applications are scrutinized and are submitted with all documentation
- To ensure that land use applications conform to laid down legislative requirements, Town Planning Schemes and other regulations and laws prior to a decision being taken
- To ensure that appeals are dealt with according to prescribed processes
- To ensure that due consideration is given to critical needs in the design of development plans and that adequate consultation occurs in respect of the impact of implementation
- To ensure that all legal requirements attached to the applicable land use planning, approval and / or all legal and regulatory requirements of the town planning scheme, spatial plan, policies, guidelines are adhering to
- To ensure that information, advice or opinions on relevant matters is made available and / or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation
- To ensure the functionality is positioned to deliver on strategic developmental planning objectives.
- To ensure that decisions are taken by the Tribunal are aligned with applicable agreements, delegations and powers assigned by the Council.

**SALARY: T14 (R418 242,76 – R542 897,39)**

**BENEFITS:** Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque and Housing Subsidy, Vehicle Scheme and Furniture Removal applicable.

## FINANCIAL SERVICES

### 1. SENIOR PAYROLL ACCOUNTANT

#### JOB SPECIFICATION

#### MINIMUM REQUIREMENTS:

- Relevant National Diploma or Accounting Degree from a recognised tertiary institution
- Minimum of 3 - 5 years' experience in payroll administration and accounting role
- Advanced level Sage, VIP & Excel skills a must
- Good communication skills (Verbal and written)
- Fluent in English
- Flexible, Willing to go the extra mile to meet with operational outcomes of the municipality
- Passionate about people and service excellence driven

#### RESPONSIBILITIES WILL INCLUDE:

- Responsible for the full Payroll accounting function.
- Preparation of monthly payroll Statement of Financial Performance and Statement of Financial Position reconciliations for sign off by the relevant managers
- Income tax Returns for Individuals
- eFiling
- e@syFile
- EMP501 Reconciliations and IRP5 Certificates (3 Companies)
- VAT and PAYE Audits
- Preparation and monitoring of the Payroll and HR departmental budget
- Preparation of the monthly reports as required by the CFO
- Preparation of audit files as required for External Audit
- Responsible for providing information and coordinating requests from External and Internal audits
- Implementation of financial internal controls in terms of the Payroll Standard Operating Procedures
- Cash flow management for the HR and Payroll department including payment requests and cash flow requests for monthly salary payments
- Review and approval of all Salary journals prepared by the Payroll Administrators
- Preparation of Payroll related general journals
- Prepare monthly reports of Adhoc deductions and staff loans for the Payroll Administrators
- Preparation of VIP reconciliation to AFS
- Prepare payment data for third party payments
- Generating Payslips for Employees, responding to queries from employees
- Preparing period-end financials/reporting
- Reconciliation and Month end Checks and Balances

**SALARY: T13 (R371 465,77 – R482 185,84)**

**BENEFITS:** Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque and Housing Subsidy, Vehicle Scheme and Furniture Removal applicable.

### 2. MANAGER HUMAN SETTLEMENT, PLANNING AND BUILDING CONTROL

The successful candidate will co-ordinate the development, administration and efficient management of existing and future Human Settlements projects (formal as well as informal) within the jurisdiction of the Ga-Segonyana Local Municipality.

#### REQUIREMENTS:

- NQF 7 Qualification in Development Studies/ Built Environment / Human Settlements/ Public Administration. A Post graduate qualification will be an added advantage;
- Registration with relevant professional bodies is an added advantage;
- Must have strong Management Skills;
- Must have Auto Cad / Caddie,
- Trade Test in Construction will be an added advantage
- Bilingual in at least 2 of the 3 official languages prevalent in the Ga-Segonyana Local Municipality Area;
- Computer Literate;
- Valid Driver's Licence with own transport;
- 5 years relevant experience of which 3 years must be in Human Settlements at a managerial level;
- Knowledge of Local Government Legislation;
- Good communication skills and Conflict management skills;
- Must be able to handle highly pressurized situations;
- Must be willing to attend meetings after hours;

#### DUTIES:

- Directs and controls outcomes associated with utilization, productivity, performance & discipline of personnel;
- Conduct regular surveys to determine the location, origin and extent of and the conditions prevailing in each informal settlement;
- Monitor and control all informal settlements and take the necessary steps to prevent land invasion within the area of jurisdiction of the Municipality;
- Undertake and promote liaison and communication with local communities with a view to obtain understanding and co-operation regarding the prevention of land invasion;
- Liaising and consulting with National, Provincial, District and other Local Government bodies on Housing/ Human settlements matters;
- Developing and managing the Human Settlements sector plan, Housing Business Plan, strategies and policies for the Ga-Segonyana Local Municipality;
- Co-ordinating and monitoring the implementation of housing programmes in Ga-Segonyana Local Municipality;
- Ensure the relevant policies are communicated to all residents of every informal settlement;
- Ensure that no new unauthorized shacks are erected in any informal settlement;
- Supervise maintenance of waiting list and beneficiary management;
- Prepare Progress reports on Human Settlements projects for submission to Committee meetings;
- Provide input in the budgeting processes of the Directorate and manage implementation of the budget.

**SALARY: T14 (R418 242,76 – R542 897,39)**

**BENEFITS:** Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13th cheque and Subsidy, Vehicle Scheme and Furniture Removal applicable.

**ENQUIRIES:** Mr Modiri Gaselebelwe Human Resources Manager @ 053 712 9317

For more information please contact Director Corporate Services Mr Clifford Pule at 053 712 9302 / 9306

**APPLICATION:** Applications in the form of Application letter, Curriculum Vitae and Certified copies of Qualifications and Certified ID Copy can be hand delivered or posted to the attention of The Municipal Manager – Martin Tsatsimpe, Ga-Segonyana Municipality, Private Bag X1522, KURUMAN, 8460

**CONDITIONS:** Applications which are received after the closing date/time will not be considered.

The stipulations of the Employment Equity Act apply, but it is not the only criteria. The Council reserves the right not to do any appointments.

Neither faxes nor e-mail applications will be accepted.

If you do not receive any response from us within 30 days after the closing date, please consider your application unsuccessful.

**CLOSING DATE: 20 November 2020**

MUNICIPAL MANAGER  
MR MARTIN TSATSIMPE

24 x 8 bw

38 x 8 bw