



**POSITION: CHIEF EXECUTIVE OFFICER, REPORTS TO: THE BOARD OF SEKHUKHUNE DEVELOPMENT AGENCY, DURATION: 5 YEAR FIXED TERM, SALARY: R 1, 160 847 PER ANNUM ALL-INCLUSIVE , STATION: GROBLERSDAL**

**JOB REFERENCE: CEO/SDA/2023**

**JOB DESCRIPTION:** The Chief Executive Officer is responsible for the overall strategic direction of the Agency and put tangible measures in place to ensure the financial sustainability of the Agency. Manages and directs the Agency toward its primary goals and objectives. Oversees employment decisions at the executive level of the Agency. Leads a team of executives to consider major operational and capital decisions. The CEO's overall responsible will be for providing strategic, financial, and operational leadership for the Sekhukhune Development Agency and will closely coordinate and work with the Board of Directors and senior leadership team. Key performance indicator of the SDA CEO would be the ability to secure funding, therefore the candidate should display qualities of an entrepreneur with the ability to source and secure financial investment.

**REQUIREMENTS:** Bachelor's degree (NQF level 7) in Public Administration/ Political science/ Social science or relevant equivalent qualification. Postgraduate qualification will be added advantage. Work experience of 5-10 years in Senior Management, of which 5 years be in Corporate, Business or State-Owned Entity. The cumbent must have Business development skills and demonstrate tangible experience in sourcing funds in business. Must have thorough knowledge of Companies Act, Municipal Systems Act and MFMA

**KPA's/ROLE AND RESPONSIBILITIES:** Executive leadership team responsibilities must be taken care of by the CEO. Plan, develop, implement, and direct the SDA's operational and fiscal function and performance. Monitor and implement resolutions taken at the Board of Director's meetings. Display and apply entrepreneurial skills, perform a thorough financial analysis of the Agency, be able to source and secure financial investment for both operational and capital expenditure. Act as a strategic partner by developing and implementing the Agency's plans and programs. Analyze the effects of long-term growth initiatives, planning, new strategies, and regulatory actions. Perform accurate analysis of financial trends and budgets to help the Board of Directors as well as the senior executives to increase credibility and authority. Analyze the effects of long-term growth initiatives, planning, new strategies, and regulatory actions in line with Companies Act , MFMA, Municipal Systems Act and any other regulatory framework applicable. Implement, improve, and enforce policies and procedures that will increase the financial and operational effectiveness of the Agency. Communicate effectively and establish

credibility throughout the Agency and with the Board of Directors as an effective developer of solutions to business challenges. Provide expert financial guidance and advice to others within executive leadership. Mentor and interact with staff members at all levels to foster growth and encourage development among the senior executive team and all staff members.

**LEADERSHIP TRAITS:** The CEO should display and have the following leadership traits, Strong leadership ability, Strategic mindset, Professional business acumen, Outstanding problem-solving skills, Excellent ability to lead and manage, continually drive effective results. Communicate effectively at all levels.

**POSITION: FINANCE MANAGER REPORTS TO: CHIEF EXECUTIVE OFFICER DURATION: PERMANENT SALRY: R 985 416, 95 PER ANNUM ALL-INCLUSIVE**

**JOB REFERENCE: FM/SDA/2023 STATION: GROBLERSDAL**

**JOB DESCRIPTION:** The Finance manager is responsible for providing strategic leadership for all functional areas in the Finance Unit. Ensure the agency complies with all legislation pertaining to financial management. Advise the Accounting Officer on the exercise of powers and duties assigned to him/her in terms of the MFMA and Companies Act. \*Perform duties such as budgeting, accounting, analysis, financial reporting, cash and debt management, and any other duties as may be delegated by the Accounting Officer in terms of the MFMA and Companies Act. Develop and implement programmes and strategies to ensure effective and sustainable financial performance and municipal financial viability. Monitor financial risks and implement an anti-fraud and anti-corruption strategy in support of the Risk Management Unit.

**REQUIREMENTS:** Degree (NQF level 7) in accounting, finance, internal audit or equivalent with five (5) years' experience at the middle management level. Postgraduate qualification in accounting or finance will be an added advantage. The incumbent must have excellent knowledge and understanding of companies Act, Municipal Finance Management Act (MFMA), Treasury regulations and guidelines and understanding of all Local Government legislation.

**KPA's/ROLES AND RESPONSIBILITIES:** Ensure quarterly financial statements of the Agency are accurate and in compliance with Generally Recognised Accounting Practice GRAP. Develop, maintain, and monitor an asset register in line with the required regulatory framework. Ability and skills to perform monthly financial and payroll function. Develop and implement programmes and strategies to ensure effective and sustainable financial performance and municipal financial viability. Perform duties such as budgeting, accounting, analysis, financial reporting, cash and debt management, and any other duties as may be delegated by the Accounting Officer in terms of the MFMA and Companies Act. Responsible and accountable for all Administration, Finance, Revenue, Expenditure, Assets, Budget, and Supply chain Management

**POSITION: COMPANY SECRETARY, REPORTS TO: BOARD OF DIRECTORS, DURATION: PERMANENT, SALARY: R 985 416, 95 PER ANNUM ALL-INCLUSIVE**

**JOB REFERENCE: CS/SDA/2023, STATION: GROBLERSDAL**

**JOB DESCRIPTION:** The Company secretary provide guidance to the Board of Directors and ensure corporate governance principles are adhered to. The incumbent will also be a legal custodian of all policies and regulatory frameworks. Provide legal advisory services to the Board and the Agency.

**REQUIREMENTS:** LLB OR Law Degree, An admitted attorney of High Court and or Admitted Advocate of the High Court Certificate in corporate secretariat is an added advantage. 5 years' experience in a legal environment with at least 2 years in corporate secretariat. Thorough understanding, application, and interpretation of legal statutes.

**KPA's/ROLES AND RESPONSIBILITIES:** Convening and servicing annual general meetings (AGMs)/meetings (producing agendas, taking minutes, conveying decisions, handling meeting correspondence and so on). Provide legal, and/or strategic advice during and outside of meetings. Training directors and members of the senior leadership team on corporate governance matters. keeping up to date with any regulatory or statutory changes and policies that might affect the Agency. Ensuring that policies are up to date and are approved. Providing the Board of Directors collectively and individually with guidance as to their duties, responsibilities and powers. Making the directors aware of any law relevant to or affecting the Agency. Reporting to the company's board any failure on the part of the company or a director to comply with the Memorandum of Incorporation or rules of the company or the Act. Ensuring that minutes of all shareholders' meetings, board meetings and the meetings of any committees of the Board of directors, or of the company's audit committee, are properly recorded in accordance with the Act. Certifying in the company's annual financial statements whether the company has filed required returns and notice in terms of the Act, and whether all such returns and notices appear to be true, correct and up to date. Ensuring that a copy of the company's annual financial statements is sent, in accordance with the Act, to every person which is entitled to it

Carrying out the functions of a person designated in terms of Section 33(3) of the Companies Act. Assist the nomination committee and ensure that the procedure for the appointment of the Board of directors (For both Executive and Non-Executive) is properly carried out. Assist in the proper induction, orientation, ongoing training, and education of directors, including assessing the specific training needs of directors and executive management in their fiduciary and other governance responsibilities. Ensure that the board and board committee charters and terms of reference are kept up to date.

**POSITION: PROJECT MANAGER. REPORTS TO: CHIEF EXECUTIVE OFFICER: DURATION: PERMANENT: SALARY: R 985 416, 95 PER ANNUM ALL-INCLUSIVE**

**JOB REFERENCE: PM/SDA/2023: STATION: GROBLERSDAL**

**JOB DESCRIPTION:** The project manager is responsible for planning and overseeing projects within an organization, from the initial ideation through to completion. He /She will coordinate people and processes to deliver projects on time, within budget and with the desired outcomes aligned to the SDA objectives. He /She will also act as a point of liaison between the project team and senior management. She/He will use project management tools such as Microsoft Project to plan, monitor and regularly report to executive management and stakeholders on the progress of the project.

**REQUIREMENTS:** Bachelor's degree (NQF Level 7) in Project management or equivalent 5 years project coordination experience. Postgraduate will be an added advantage. Thorough understanding of the SOEs project ideation and planning. Understanding of the SDA by law and other regulatory framework governing primary objectives of the Agency.

**KPA's/ROLES AND RESPONSIBILITIES:** Ensure that all Sekhukhune Development Agency projects are delivered in time and within budget. Prepare monthly, quarterly, and yearly report in line with the relevant legislation and or compliance measures. Monitor and implement the Service Delivery Budget and Implementation Plan to ensure that projects are well executed and provide reporting mechanisms. Defining project objectives, project scope, roles & responsibilities. Defining resource requirements and managing resource availability & allocation – both internal and third party.

Outlining a budget based on requirements and tracking costs to deliver project on budget. Preparing a detailed project plan to schedule key project milestones, workstreams & activities. Managing delivery of the project according to plan. Tracking project and providing regular reports on project status to project team and key stakeholders. Managing and adjusting for any changes in project scope, schedule and / or budget. Identifying and mitigating potential risks. Managing the relationship and communication with the client and all stakeholders, ensuring the project is delivered to their satisfaction.

**ENQUIRIES: 013 262 7468:** Sekhukhune Development Agency is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender, and disability) in the Agency through the filling of these positions, and candidates whose appointments will promote representatively will receive preference. Please forward your application letter with detailed CV and certified to Sekhukhune Development Agency, for the Attention of The Acting Chief Executive Officer @ [mdhlulip@sekhukhune.gov.za](mailto:mdhlulip@sekhukhune.gov.za) or hand deliver to **Sekhukhune District Municipality Offices, Bareki Mall, corner Chris Wiid and Van Riebeeck street, Groblersdal, 0470** on or before **31 May 2023** at 16h00. Sekhukhune Development Agency reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only. If you do not receive any response from us within one month from the date of this advertisement, please accept that your application was unsuccessful.