

**Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position**

**OFFICE OF THE MUNICIPAL MANAGER**

**MUNICIPAL MANAGER**

(This is a 5 year fixed-term employment linked to performance which ends one (1) year after the next Local Government Elections and can be renewable subject to negotiations)

Total Remuneration package will be in terms of Government Gazette No 40118, Notice No. 381 of 2016 which stipulates Remuneration Packages for Grade 3 municipalities as follows:

- Total Remuneration Package: Minimum: **R 930 409.00**
- Total Remuneration Package: Midpoint: **R 1,069 436.00**
- Total Remuneration Package: Maximum: **R 1,208 463.00**

NB:

- Shortlisted applicants will be required to have their qualifications verified and undertake a competency assessment in line with Regulation 16 of Government Gazette No. 37245
- The successful candidate will be based in Ixopo and expected to sign an Employment Contract, Performance Agreement, disclosure of financial interest and be subjected to security vetting.

**MINIMUM REQUIREMENTS:**

- Grade 12 Certificate
- B-degree in Public Administration/Law/Social or Political Sciences or equivalent qualification from a recognized tertiary institution.
- Minimum of 5 years' Senior Management experience preferable at a Local Government or public sector
- A postgraduate degree or relevant NQF Level 7 qualification will be a strong recommendation
- Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for accounting officers of municipalities as per Regulation 493 dated 15 June 2007\*
- Proven record in institutional transformation in public or local government sector
- A high level of computer literacy
- Advanced knowledge of relevant policy and legislation
- Required core competencies as stipulated in Annexures A and B of regulations on appointment and conditions of employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and Delegation of powers

- Strategic leadership skills
- Proven ability to negotiate in all spheres of government
- Proven track record of good governance, audit and risk management, budget and financial management
- Ability and commitment to develop rural environment
- Valid Driving License and no criminal record

Candidates will be subjected to criminal record checks, background screening; reference and previous employer checks, credit record check and qualification verification.

## **KEY COMPETENCIES**

The following competencies as described in the Local Government Regulations on appointment and conditions of employment of senior Managers dated 17 January 2014 are essential:

### **CRITICAL LEADING COMPETENCIES:**

Strategic Direction and Leadership \* People Management \* Financial Management \* Program and Project Management \* Change Leadership \* Governance Leadership

### **CORE COMPETENCIES:**

Moral Competence\* Planning and Organizing \* Analysis and Innovation \* Knowledge and Information Management \* Communication \* Results and Quality Focus.

### **KEY PERFORMANCE AREAS:**

- Development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community.
- Ensure the development and implementation of strategies that will have a measurable impact on organisational productivity and financial performance.
- Management of the provision of services to the local community in a sustainable and equitable manner.
- Facilitate the participation of the local community in the affairs of the municipality.
- Develop and maintain a system to assess community satisfaction with municipal services.
- Ensure the sound management of all the income and expenditure of the municipality.
- Manage all assets, the discharge of all liabilities of the municipality and proper diligent compliance with applicable municipal finance management legislation.
- Give advice to political structures and political office bearers of the municipality, setting sound communication with them, administering and carrying out their decisions.

- Develop an economically sustainable, developmental and performance-driven administration through, strategic leadership, allocating and optimizing financial, human and other resources
- Drive organizational performance
- Create a participative, partnership culture among all stakeholders
- Set up strategic alliances
- Develop systems & strategies to deal with statutory responsibilities
- Actively develop staff by communicating performance standards and establishing effective monitoring mechanisms
- Ensure the implementation of the Integrated Development Plan
- Ensure adherence to generally accepted Municipal Accounting and administrative practices and procedures and relevant Legislation.

**Ubuhlebezwe Municipality is an equal opportunity and an affirmative action employer.**

**A signed letter of application indicating the position applied for, together with a comprehensive CV and certified copies of original certificate(s) and ID must be forwarded to: The Mayor, P.O. Box 132, and Ixopo 3276 by not later than 16h00, 07 April 2017. Faxed applications will not be accepted. If you do not hear from Council within 30 days after the closing date, please consider your application as unsuccessful.**

**Enquiries should be directed to His Worship the Mayor, Cllr. ZD Nxumalo or HR Manager, Mr L.S. Hlophe at (039) 834-7700.**

**Council reserves the right not to make any appointments into the above-mentioned positions.**

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**Cllr. ZD Nxumalo  
Mayor**