



MKHAMBATHINI MUNICIPALITY

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position. **Women and people with disabilities** are also invited to apply. The successful candidate will have to enter into a **5 years fixed performance employment contract** and be required to sign an annual performance agreement with the Municipality in accordance with Section 57 of the Local Government Municipal Systems Act 32 of 2000. The position will be based in Mkhambathini Municipality Camperdown offices.

MUNICIPAL MANAGER

All inclusive remuneration package as Government Gazette No 40118 of 04 July 2016

Min R 852 706.00 – Max R 1 042 196.00 pa

REQUIREMENTS

- A Bachelor's degree in Public Administration/ Political Science/Law/ Social Science.
- Minimum 5 years senior management experience in Local Government
- Have proven successful institutional transformation within public or private sector
- Must meet the competency levels for senior managers as published per Government Gazette No 29967 dated 15 June 2007
- Valid Driver's license
- Post graduate will be an added advantage

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have:

- Demonstrate advanced knowledge of relevant municipal legislations
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation powers and good governance
- Budget and finance management
- Audit and risk management establishment and functionality
- Proven skills in respect of planning and organising, problem solving, presentation, conflict resolution, communication and people management

RESPONSIBILITIES

- The 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 municipality's performance management system and to understand the needs of the local community
- The management of the provision of services to the local community in a sustainable and equitable manner
- The appointment, training, discipline and effective utilization of staff
- The promotion of sound labour relations and compliance with applicable labour legislation

- Advising political structures and political office bearers, managing communications between these parties as well as carrying out their decisions
- The administration and implementation of the municipality's bylaws and other legislations
- Exercising of any powers and performing any duties delegated by the Municipal Council or by other delegating authorities of the municipality
- Facilitating participation by the local community in the affairs of the community
- Developing and maintaining a system for the assessment of community satisfaction with municipal services
- The performance of any other function that may be assigned by the Municipal Council and as Accounting Officer
- Responsible for all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality, as well as the proper and diligent compliance with applicable municipal finance management legislations

Application form (available in the Municipal website) **NOT Z83** together with a comprehensive CV and certified copies of Id, Drivers licence and qualifications must be sent to the: **His Worship the Mayor Cllr E. Ngcongco, Mkhambathini Municipality, Private Bag X04, Camperdown, 3720 or hand deliver at : No 18 Old Main Road, Camperdown, 3720.**

NOTE: Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records, competency assessments and previous employment). Emailed, Faxed or late applications will not be accepted.

The appointee must attain the minimum competency level in the unit standards for each competency area within 18 months from the date of appointment. If the required minimum competency area are not attained within the 18th month's period the employment contract will terminate automatically within one month after the applicable period.

The Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people. ♿

Closing date **22 September 2017**. Kindly note that should you not be contacted within a period of 30 days after the closing date, consider your application as unsuccessful.

Enquiries regarding the post can be directed to Cllr E Ngcongco, at 031 785 9300.

Cllr E. Ngcongco
His Worship the Mayor