



uMshwathi Municipality

Date of Advertisement: 17 July 2022

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and /or experienced person for the positions as advertised below:

Appointments will be on a fixed term performance-based contract in terms of Section 54A, 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007. Successful candidates will therefore be required to sign an employment contract, performance agreement and disclosure of financial interest and shall be subject to security vetting.

**ADVERTISEMENT
NOTICE NUMBER: P22/23/01**

**OFFICE OF THE MUNICIPAL MANAGER
JOB TITLE: MUNICIPAL MANAGER**

(5-year fixed-term performance-based contract)

TOTAL REMUNERATION PACKAGE PER ANNUM (ALL INCLUSIVE)

Minimum: R 1 030 759

Midpoint: R 1 141 500

Maximum: R1 267 066

Key Requirements * B Degree in Public Administration/Political Sciences/Social Sciences/Law; * 5 years relevant experience at a senior management level, and must have proven successful institutional transformation record in the public or private sector.* A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD/MFMP) or attaining the qualification within a reasonable time-frame in terms of Municipal Regulations on Minimum Competency Levels of 2007. *A valid code B driver's license.

Core Competencies * As stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014. Advanced knowledge and understanding of relevant policy, legislation, institutional governance systems and performance management. Advanced understanding of municipal council operations and delegation of powers. Proven track record of good governance, audit and risk management, budget and finance management and Performance management system. Ability to be an innovative and strategic leader. Good facilitation and communication skills in at least two of the three local official languages.

Knowledge * Advanced knowledge and understanding of relevant policy and legislation. * Advanced understanding of institutional governance systems and performance management. * Advanced understanding of Council operations and delegation of powers. * Good governance. * Audit and risk management establishment and functionality. * Budget and finance management.* Ability to be an innovative and strategic leader.

Key Performance Areas * The Municipal Manager, as Head of the Administration and the Accounting Officer, will be responsible for the general performance of the organization and to manage and direct the administrative and operational aspects of the municipality in order to achieve the strategic objectives of the Council.



Compliance with the functions of the Municipal Manager as prescribed in section 55 of the Municipal Systems Act, 32 of 2000; Provide strategic and ethical leadership and management to achieve the vision of the municipality; Development and management of an economically effective, accountable administration which is equipped to implement municipality's Integrated Development Plan, to operate in accordance with the Municipal Performance Management System and to understand the needs of the local community; 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 legislation;

Management of the provision of services to the local community in a sustainable and equitable manner; Appointment, training, discipline and effective utilisation of staff as well as promotion of sound labour relations; Advise the political structures and political office-bearers, manage communications between political structures and political office-bearers of the municipality as well as carrying out their decisions; Administration and implementation of the Municipality's policies, procedures, bylaws and other legislation; - Exercise any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the Municipality; - Facilitate participation by the local community in the affairs of the Municipality; - Develop and maintain 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 as Accounting Officer.

Added Advantage: Registration with relevant Professional body

Your application must be addressed as follows:

The application for the vacant post must be submitted on an official application form obtainable from the Municipal website (www.umshwathi.gov.za), accompanied by a curriculum vitae and must be in a sealed envelopes clearly marked with appropriate vacant post., uMshwathi Municipality, Private Bag x29, Wartburg, 3233. Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

CLOSING DATE: 5 AUGUST 2022

Further information can be obtained from the Human Resources Manager, Ms A Mkhize and / or His Worship, the Mayor CLLR GM Zondi on: (033) 816 6800.

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, an application not made on the official application form as contemplated above will not be considered. If you are not contacted within 2 to 3 month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified.

Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit. Woman are encouraged to apply.

Cllr GM Zondi
His Worship the Mayor