



VACANCY: MUNICIPAL MANAGER

Ubuntu Local Municipality is an equal opportunity Affirmative Action Employer, with its Headquarters in Victoria- West, that subscribe to the Principle of Employment Equity and actively promotes representation in terms of race, gender and disability. Applications of suitable persons are being awaited in terms of Section 54A (1) (a) of the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) to apply for the above- mentioned vacancy.

MUNICIPAL MANAGER:

Fixed term Performance based contract, not exceeding a period ending one year after the election of the next Council of the municipality. The suitable candidate will be expected to sign an employment contract, a performance agreement, will have to disclose all financial interests, and be willing to be subjected to security vetting.

PRESCRIBED MINIMUM REQUIREMENTS

- An appropriate Bachelor Degree in Public Administration, Law, Political Science, Social Science or equivalent field of study, such qualification having been obtained from a recognised tertiary institution.
- The successful candidate must have a completed) in Municipal Finance Management Programme (MFMP), Certificate Programme in Management Development for Municipal Finance (CPMD), or equivalent.. A post-graduate qualification in Local Government Finance will be an added advantage.

PRESCRIBED MINIMUM EXPERIENCE

- A minimum of 5 OR more years with relevant experience at a senior management level in local government administration and
- Have proven successful institutional transformation within public sector .

ADDITIONAL REQUIREMENT

Valid code 8 driver's license.

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; and
- Budget and finance management;

KEY PERFORMANCE AREAS

- As Accounting Officer of the Municipality, the Municipal Manager will be responsible and accountable for all income, expenditure and assets of the Municipality.
- The discharge of all liabilities of the Municipality, proper and diligent compliance with all applicable legislation in his/her responsibility.
- Maintenance and sustenance of an economic, effective and accountable administration
- Staff appointment and management
- Provision of guidance and leadership towards the achievement of strategic goals of the municipality
- Implementation Performance Management
- Management of communication between Political and Administrative structures of the municipality
- Implementation, facilitation and development of the Municipal's Integrated Development Plan (IDP)
- Management of provision of qualitative services to communities in sustainable and equitable manner
- Promotion of sound Labour Relations Administration and implementation of Municipal bylaws
- Advice the Mayor and the structures of council
- Fostering partnership with all relevant stakeholders

SALARY:

Salary will be paid in accordance with the regulations as stipulated in the Government Gazette No.38946 , **of 1 July 2015**, as indicated for a Category 1 (one) Municipality.

CLOSING DATE: 23 October 2015

Certified copies of qualifications, I.D.document, as well as testimonials not older than one year (perhaps contactable references, but provision is already made in the Application Form for Reference, so it may not be necessary), together with a complete Curriculum Vitae must accompany your application. The fully completed Curriculum Vitae must be accompanied with an Application form. Application forms can be retrieved at www.ubuntu.gov.za.(Candidates must also disclose full details of any disciplinary processes/ disputes whether pending or finalised, instituted against such applicant in his or her current or previous employment, if applicable, on a separate sheet) . Applications received after the closing date will not be considered. If you have not received any response from Ubuntu Local Municipality within 30 days after the closing date, please consider your application as unsuccessful.

Please note: Faxed or e-mailed applications will NOT be accepted; The Municipality reserves the right not to make any appointment following this advertisement and to verify all qualifications as provided in the Curriculum Vitae of applicants.

Enquiries regarding this vacancy, can be directed to: The Human Resources Officer, Ms N Mkontwana, Private Bag X 329, Victoria-West, 7070.Tel. No: 053- 621 0026

**Applications must to directed to :
The Acting Municipal Manager,
Ubuntu Local Municipality,
Private Bag X 329 ,
Victotia -West;
Physical Address:
78 Church Street
Victoria West**