



Ubuntu Local Municipality invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

DEPARTMENT : Office of the Municipal Manager
POST : Municipal Manager

ANNUAL TOTAL REMUNERATION PACKAGE

Upper limits of total Remuneration Package Payable to Municipal Manager and Managers accountable Directly Accountable to the Municipal Managers as per government Gazette No.43122 of 20 March 2020

Minimum R 1 030 759.00 Midpoint R1 141 500.00 Maximum R1 267 066.00

TERM OF APPOINTMENT

Fixed term contract (5 years)

YEARS OF EXPERIENCE

- 5-year local government experience at a senior management level, preferably at Local Government environment.
- Must have proven institutional transformation record in the public or private sector.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- B Degree in public Administration/Political Science /Social Science/Law or equivalent
- Compliance with all the requirements as contained in the Municipal Regulation on Minimum Competency levels, Gazette 29967 of 15 June 2007, e.g., Certificate Programme in Municipal Finance and Supply Chain Management (CPMD), i.e., South African Qualifications Authority, Qualification ID No. 48965 for Accounting Officers of Municipalities.
- A post graduate qualification in the fields related to Public Administration will be an added advantage. Valid driver's licence.

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 in Government Gazette 37245 dated 17 January 2014.

Advance 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, and budget and finance management. Ability to be an innovated and strategic leader. Good facilitation and communication skills.

RESPONSIBILITIES

- To comply with the functions of Municipal Manager as prescribe 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 equip 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 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.
- Promotion of sound labour relations and compliance with applicable labour legislation;
- Advice the political structures and political officer 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 by laws 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;
- Represent the municipality at Provincial and National fora; the performance of any other function that may assigned by the Municipal Council and as Accounting Officer.
- To facilitate performance review of all senior managers and staff in general.
- To oversee the performance of any other performance of any other function that may assigned by the Municipal Council and as Accounting Officer,

PLEASE NOTE:

No late or faxed application will be considered. Candidates are required to complete the prescribed Annexure C' application form as per Regulations on Appointment and Conditions of employment of Senior Manager Government notice 21 in Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za or www.ubuntu.gov.za

(Failure to do so will result in the candidate being disqualified.) Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history /reference check and competency assessment and should also disclose financial interest. Ubuntu Local Municipality reserves the right to nullify or cancel an employment contract and recover all cost incurred by the Municipality including remuneration, advertisement, etc. should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of municipal council policies, Municipal Systems Amendment act no 7 of 2011 or any other relevant legislation.

If you meet the state requirements, a detailed CV, certified copies of academic qualifications, Identity Document and Drivers Licence (certified copies must not be older than 3 months) should be addressed to the Mayor, Ubuntu Local Municipality, Private Bag X 329 Victoria West 7070 or be hand delivered at 78 Church Street, Victoria West

Enquires : Hon. Cheryl Charlene Jantjies on 083 997 8030
Closing date : 04 February 2021 at 16:00



HON: CC JANTJIES
EXECUTIVE MAYOR