

Ubuntu Municipality



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ADVERTISEMENT: NOTICE NO. 03/2022

Ubuntu Municipality, with its Headquarters in Victoria West, invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

POSITION: MUNICIPAL MANAGER

CENTRE: VICTORIA WEST, NORTHERN CAPE

A. Annual Total Remuneration Package: According to Government Gazette No. 43122 dated 20 March 2020: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers for a category 1 municipality plus a 10% allowance.

- Minimum Total Remuneration Package -R 1 030 759.00 - Midpoint Remuneration Package - R 1 141 500.00 - Maximum Remuneration Package - R 1 267 066.00.
- A Remoteness Allowance not exceeding 10% of the Total Annual Remuneration Package may also be paid as well as a cellphone allowance.

B. Term of Appointment:

- Fixed Term Contract (5 years)

C. YEARS OF EXPERIENCE

- 5 -years 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.

D. 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 (CPMD/MFMP), 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 license.

E. CORE COMPETENCIES:

- As stipulated in Annexures A and B of the Government Notice 21: Regulations on Appointment and Conditions of Employment of Senior Managers No. 21 published in Government Gazette No. 37245 dated 17 January 2014.
- Advance knowledge and understanding of relevant policy, Legislation, institutional governance systems and performance management.
- Advance understanding of Municipal Council operations and delegations of power.
- Proven track record of good governance, audit and risk management, and budget and finance management.
- Ability to be innovated and strategic leader.
- Good facilitation and communication skills

F. KEY PERFORMANCE AREAS (KPA'S):

- 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 utilization of staff as well as promotion of sound labour relations.
- Advice 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 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 for a; the performance of any other function that may be 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 be assigned by the Municipal Council and as Accounting Officer.

NB: PLEASE NOTE:

- No faxed applications 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 Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za, or on the Municipal Website www.ubuntumunicipality.co.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 Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality 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 no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he/she after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than three (3) months) and a proof of Competency level, where applicable, must be addressed/sent to

THE EXECUTIVE MAYOR
Attention: Ms. CC Jantjies
Ubuntu Municipality
Private Bag X 329
Victoria West
7070

Or can be hand delivered at:

Ubuntu Municipality
78 Church Street
Victoria West
7070

Enquiries may be directed to the Hon. Cheryl Charlene Jantjies on 083 997 8030

CLOSING DATE: 12 SEPTEMBER 2022


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HON. CC JANTJIES
EXECUTIVE MAYOR