

KOUKAMMA MUNICIPALITY



Publication Date: 03 March 2023

Koukamma Municipality, a Category B Grade 1 Municipality, which subscribes to the principles of affirmative action and whose head offices are situated at Kareedouw, invite applications from suitably qualified persons, and preferably from designated groups, for appointment to the following position:

EXTERNAL RE-ADVERTISEMENT

Post: Municipal Manager

(Ref no: HR2023/ 06)

4 YEAR PERFORMANCE BASED CONTRACT

MINIMUM: R 992 705, MIDPOINT: R 1 087 143, MAXIMUM: R 1 195 857

The successful applicant shall be the head of Administration and also Accounting Officer. As Municipal Manager you will be responsible for the overall management of the Municipality to ensure that the sufficient and effective services are delivered to all the inhabitants of Koukamma Municipality Areas; economic growth and development are facilitated; that poverty is alleviated, and that the long term sustainability of the Municipality is ensured within the requirements of the relevant legislation in achieving the strategic objectives of the Council.

Requirements:

- A Bachelor degree in Public Administration/ Political Sciences/ Social Sciences/ Law or equivalent
- A post graduate qualification will be an added advantage
- At least 5 years' experience at Senior Management level.
- A proven record of successful institutional transformation within the private or public sector
- Advanced knowledge and understanding of relevant policy and regulation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegation of powers and good governance
- Audit and Risk management establishment and functionality
- Budget and finance management
- Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act 2000 (Act No5 of 2000)
- The ability to engage strategically with the Mayor and Councillors, community and residents
- An appreciation of the centrality of the Integrated Development plan effective for service delivery
- An aptitude for strategic/ operational planning and implementation management, decision-making, leadership, innovation and motivation
- Compliance with the Municipal Regulations on Minimum Competency levels 2007, published under GG29967 of 15 June 2007
- Core Managerial and Occupational Competencies as prescribed in the Performance regulations
- Core Competencies as set out in the Local Government regulations of Appointment and Conditions of Employment of Senior Managers, published under GN in GG37245 of January 2014
- Advanced computer skills
- Valid driver's Licence
- **Certificate in Municipal Financial Management (CPMD) (SAQA Qualification ID No.48965) for Senior Managers of Municipalities, as provide for Regulation No. 40593. Municipalities were granted exemption from Regulation 15 and 18 of Government Gazette 29967, under Notice No.40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment.**

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 the Municipality's performance management system and 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 the 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 By- Laws and other legislation;
- Exercising of any powers and performing any duties delegated by the Municipal Council, or by other delegating authorities of the Municipality;
- 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 Legislation; and
- Facilitate the co-ordination of the economic development initiatives.

*All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an **African male** if a suitable candidate in that category can be identified.*

In terms of the Local Government Municipal Systems Amendment Act, 2022: Section 71B, (1) A staff member may not hold political office in a political party, whether in a permanent, temporary, or acting capacity.

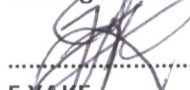
NB: Please note that shortlisted candidates will be subjected to a vetting process. By virtue of applying in this Senior Management position, you are agreeing to background checks being performed.

Applicants must be willing to relocate to Koukamma Area.

DIRECTIONS TO CANDIDATES:

Applications **MUST** be submitted on the prescribed (Senior Management) application form, obtainable from our website at: www.koukammamunicipality.gov.za; it can also be requested from our Human Resources Department at 042 288 7246. Also refer to our Human Resources Department for enquires (Ms Ronel Lloyd). Forward your application to: The Mayor's Office, Koukamma Municipality, Private Bag X011, Kareedouw 6400 or hand-deliver to Municipal Offices at No. 5 Keet Street, Kareedouw 6400. Applications must be accompanied by a comprehensive CV with certified copies of qualifications, identity documents, driver licence and any other relevant documents (Not older than six (6) months.) **No faxed or emailed** applications will be accepted. Applicants can also apply online on our website. Failure to supply the required information will disqualify an applicant. Canvassing for appointment is strictly prohibited and any confirming evidence thereof will disqualify the applicant. Correspondence will **ONLY** be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month of date of closing, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

Closing Date: 22 March 2023.


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F YAKE
(MAYOR)