



PERSONNEL VACANCY

REF NO. 4.1.2.1

The Magareng Local Municipality, with its Head Office in Warrenton located in the Frances Baard District Municipality in the Northern Cape, seeks a competent and visionary leader to Head its Administration. Applications are invited from suitably qualified persons with innovative and strategic thinking ability strong communication skills and a quality and driven attitude.

MUNICIPAL MANAGER

A competitive remuneration package commensurate with experience and proven competence is on offer, plus 4% remote allowance, the total remuneration package is excluding a performance based bonus.

Municipal Categorisation	Total Remuneration Package per annum (Minimum)	Total Remuneration Package per annum (Midpoint)	Total Remuneration Package per annum (Maximum)
2	R1 046 220	R1 158 623	R1 286 072

As the Accounting Officer and the Head of the Administration the incumbent will assume overall responsibility for the Strategic Direction and Leadership of the Municipality.

Term of Appointment:

- A fixed term contract of employment, not exceeding one year after the next Local Government Elections to be negotiated, including signing of the employment contract and performance agreement in-terms of Section 57 of the Local Government: Municipal Systems Act and declaration of interest of financial interest.

Requirements:

- B Degree in Public Administration/Political Science/Social Science/Law; or equivalent.
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, as amended by GN.R 1146 as published in the GG 41996 dated 26 October 2018, alternatively successfully completed the prescribed Unit Standards within 18 months from the date of appointment in accordance with Government Notice Regulation, No. 1146 of 26 October 2018, as promulgated in Government Gazette No. 41996.
- A postgraduate qualification in the fields related to public administration will be an added advantage.
- Valid driver's licence.
- No criminal record.

Years of experience:

- 5 years of relevant experience at a Senior Management Level, and must have proven successful institutional transformation record in the public or private sector.

Core Competencies:

- As stipulated in Annexure 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 delegations of powers.

- Proven track record of good governance, audit and risk management, and budget and finance management.
- Ability to be innovative and strategic leader.
- Good facilitation and communication skills in at least two of the three local official languages.

Responsibilities:

- The Municipal Manager, as Head of the Administration and the Accounting Officer, will be responsible for the general performance of the organisation and to manage and direct the administrative and operational aspects of the municipality in order to achieve the strategic objective 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;
- Promotion of sound labour relations and compliance with applicable labour legislation;
- 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, by-laws and other legislation;
- Exercise any powers and performing any duties delegated by the municipal council, or by other delegated 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.

Please Note:

The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and it's EE Plan.

No late of 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 in Government Gazette 37245 dated 17 January 2014 which is obtained from the Internet at www.gpwonline.co.za. **(failure to do so will result in the candidate being disqualified).**

Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and competency assessment and should disclose financial interests.

Magareng Municipality reserves the right to nullify or cancel and employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, 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 Amended Act No. 7 of 2011 or any other relevant legislation.

Canvassing and/or lobbying of Councillors for the purpose of being appointed is not permitted and proof thereof will result in the disqualification of an applicant.

In the event that an offer of employment is unreasonably declined, the applicant shall be liable for all costs incurred by the municipality including advertisement, assessment as well as travel and subsistence allowance to attend the interviews and assessment.

Suitably qualified applicants must submit an application form as per “Annexure C”, a detailed CV, certified copies of academic qualifications, Identity document and driver’s licence (certified copies must not be older than 3 months) should be addressed to **The Executive Mayor P.O. Box 10 Warrenton Northern Cape 8530**. The successful applicant will be stationed in **Warrenton** and the appointment will be subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful. The municipality reserves the right to appoint or not appoint any person.

Closing Date: 21 April 2023

Enquiries: Executive Mayor Cllr Neo Mase Tel: 053 497 3111 during office hours (07:30 – 16:00)