

Tel.: 040 6733 095
Fax: 040 6733 771



PO Box 539
Peddie
5640

VACANCY

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King Williams Town rural invites suitably qualified and experienced candidates to apply for the following position:-

Department : **Office of the Municipal Manager**
Position : **Municipal Manager**
Duration : **Five (5) Year Performance Based Contract**
Salary : **A total remuneration in terms of the Upper Limit of Total Remuneration Package (Government Gazette No. 40117 of 01 July 2016) Payable to Municipal Manager for Grade 2 municipality**

Requirements:-

- A recognised B degree in Public Administration/Business Administration/Political Science/Law or equivalent (NQF Level 7)
- A recognised Postgraduate Degree at NQF Level 8 will be an added advantage
- Certificate in Municipal Finance Management (SAQA Qualification ID No. 48965)
- 7-10 years' experience at management level of which 5 years should be at executive senior management in public and/or Local Government.
- Extensive experience in Financial Management, Policy Development and Management, Strategic Planning and Implementation, Programmed Management, Monitoring, Evaluation and Reporting on service delivery.
- Proven record in Municipal Transformation and Turnaround of local and public sector organisation
- Knowledge and application of Performance Management (preferably in Local Government sphere), Council operations and Delegation of powers as well as King 4 Code
- Extensive experience in community facilitation and networking.
- Ability to communicate and negotiate at all levels of government and with all stakeholders.
- Valid code B driver's licence.

Skills and Competencies:-

Must be an excellent communicator at all levels; visionary and inspirational leader; customer orientated and sensitive to the needs of communities; an action driven team player; ability to identify and develop opportunities to the benefit of the municipality and developmental strategist.

Key responsibilities:-

- As Head of Administration and Accounting Officer, take responsibility for overall performance
- Transform the organisation to one that is developmentally focused with clean administration

- Inform and develop an economical, effective, efficient and accountable administration
- Operate in accordance with the Municipal IDP, Budget and Performance Management System
- Responsive to the needs of the local community to participate in municipal affairs
- Ensure development linkages between the neighbouring municipalities
- Manage administration in accordance with Municipal Systems Act, Municipal Financial Management Act and other applicable legislations
- Implement an Integrated Development Plan and monitor its progress
- Manage utilisation and training of staff, maintain staff discipline
- Promote sound labour relations and applicable compliance with Labour legislation
- Advise political structures and office-bearers, manage communication between them, administer and carry out their decisions.
- Administer and implement by-laws and other legislations
- Facilitate community participation in municipal affairs
- Develop and maintain a system to assess community satisfaction with municipal services
- Implement applicable national and provincial legislation to the municipality
- Perform other functions assigned by the Council.

NOTE: -

Qualifications and SA Citizens checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks including competency assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

Written application must be submitted on the Prescribed Annexure C of Government Gazette No. 37245 dated 17 January 2014. The form needs to be filled in completely and signed on the last page (in the event that the application is not completed properly, the application will be disqualified).

Interested persons should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Mayor, P. O. Box 539, Peddie, 5640** or can be hand delivered to **Ngqushwa Municipal Offices, Cnr. N2 and R345 Road, Peddie**. Enquiries can be directed to **Mrs. Mazwayi at 040 6733 095**.

NB:-

- No faxed or e-mailed applications will be accepted
- Shortlisted applicants will be subjected to competency assessment and vetting processes
- Only certified copies of certificates, ID and driver's license accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Applicants with disabilities are encouraged to disclose their disability status on their application.

- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

Closing date: 28 April 2017

**COUNCILLOR MT. SIWISA
MAYOR**