



# EXTERNAL ADVERTISEMENT

ADDRESS ALL CORRESPONDENCE TO:  
The Municipal Manager  
Koponong Local Municipality  
Private Bag X23  
TROMPSBURG  
9913

Email: lebo@kopanong.gov.za | Website: www.kopanong.gov.za | Tel: 051 713 9200 | Fax: 051 713 0335

Koponong Local Municipality subscribes to the principles of Affirmative Action and its administrative offices are situated in Trompsburg, 125 km South of Bloemfontein in the Free State. Koponong Local Municipality incorporates the following towns: Bethulie, Edenburg, Fauresmith, Gariep Dam, Jagersfontein, Philippolis, Reddersburg, Springfontein, and Trompsburg.

Suitably qualified candidates are invited to apply for the following post:

JOB ADVERTISEMENT	
<b>JOB TITLE</b>	<b>MUNICIPAL MANAGER</b>
<b>REPORTING TO</b>	<b>THE MAYOR</b>
<b>REMUNERATION</b>	As per Government Gazette No 40118 of 4 July 2016 on the determination of upper limits of total remuneration package payable to municipal managers and managers directly accountable to municipal with effect from 1 July 2016. R885 394-00 (Minimum), R994 824-00 (Midpoint), R1 104 255-00 (Maximum)
<b>NO OF INCUMBENTS</b>	1
<b>DURATION</b>	Fixed term performance-based contract of employment linked to the term of the current Council of Koponong Local Municipality.
<b>LOCATION</b>	<b>KOPANONG LOCAL MUNICIPALITY (TROMPSBURG)</b>
<b>PREFERRED MINIMUM EDUCATION</b>	<ul style="list-style-type: none"> <li>A recognised Bachelor or Degree in Public Management/Administration/Political Science/Social Science/Law or related fields of study, such qualification having been obtained from a recognised tertiary institution. A post graduate qualification will serve as an added advantage</li> <li>Extensive experience in Financial Management, Policy Development and Management Strategic Planning and Implementation, Programmes Management, Monitoring, Evaluation and reporting on Service Delivery</li> <li>Demonstrated knowledge of Local Government and related legislation</li> <li>Extensive experience in community facilitation and networking</li> </ul>
<b>ADDED ADVANTAGE/S</b>	<ul style="list-style-type: none"> <li>A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP)</li> <li>Registration/membership with a Professional body</li> </ul>
<b>PREFERRED MINIMUM EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Minimum 5 years' experience at Senior Management level</li> <li>Must meet competency levels for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014</li> <li>A Drivers Licence</li> </ul>
<b>JOB RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000 and including but not limited to:</li> <li>As Head of Administration and the Accounting Officer, take responsibility for overall institution performance, Strategic Planning and ensure that a strategic management culture exists within the Institution, Transform the organisation to one that is developmentally focused, Inform and develop an economical, effective, efficient and accountable administration.</li> <li>Manage administration in accordance with Municipal System Act and other applicable legislations.</li> <li>Implement an internal Development Plan and monitor its progress. Advise Political structures and office-bearers, manage communication between them, administer and carry out their decisions.</li> <li>The implementation of the Municipality's Integrated Development Plan, and the monitoring of the progress with implementation of the Service Delivery and Budget Implementation Plan, and the monitoring of the progress with implementation of Service Delivery and Budget Implementation Plan.</li> <li>Advising the Political structures and Political Office Bearers of the Municipality on matters pertaining Administration and Council, carrying out the decision the Political structures and Political Office Bearers of the Municipality as per the adopted delegation framework in terms of section 59 of the Local Government: Municipal Structures Act 117 of 1998; The promotion of sound labour relations and compliance by the Municipality with applicable Legislation.</li> <li>The maintenance of discipline of staff; the management, effective utilization and training of staff in terms of the relevant policies including the skills development policy; the exercise of any staff in terms of the relevant policies including the skills development policy; The exercise of any powers and the performance of any duties delegated by the Municipal Council, or sub-delegated by other delegating authorities of the Municipality, to the Municipal Manager in terms of Section 59 of the Local Government Structures Act 32 of 2000; the administration and implementation of the municipal by-laws and other Legislation.</li> <li>The appointment of staff other than those referred to in section 56(a) of the Municipal System Act 32 of 2000, subject to the employment Equity Act, (Act no.55 of 1998) and; the management of the provision of services to the local community in a sustainable manner.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Advanced knowledge and understanding of relevant Local Government Policies and legislation.</li> <li>Advanced understanding of institutional Governance system and performance Management System</li> <li>Advanced understanding of Council operations and delegation of powers</li> <li>Good governance</li> <li>Audit and Risk Management establishment and functionality and Budget and finance management.</li> <li>Innovative and strategic leadership</li> <li>Good facilitation and communication skills.</li> </ul>
<b>APPLICATION TO BE DIRECTED TO</b>	<ul style="list-style-type: none"> <li>Application: Detailed and comprehensive Curriculum Vitae including application form accompanied by recently certified copies of Qualifications, ID and drivers licence must be addressed to:</li> <li>The Mayor, Cllr XT Matwa, Koponong Local Municipality Private Bag X23, Trompsburg, 9913.</li> <li>It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof.</li> <li>In anticipation of a large number of applications, correspondence will be limited to the short listed candidates only.</li> <li>Shortlisted or recommended candidates will be subjected to a competency based assessment for two days prior appointment.</li> <li>The official application form can be accessed from the Municipal website(www.kopanong.gov.za)</li> <li>Successful candidates will be required to sign employment contract on or before assumption of duty, a performance agreement within 60 days of appointment and disclosure of financial interest and also to undergo security vetting.</li> <li>We appreciate your demonstrated interest of being part of Koponong Local Municipality.</li> <li>You are further advised that the Council has the right to appoint any candidate if it is in its view that no suitable candidate could be found.</li> <li>Canvassing for appointment is highly discouraged.</li> <li>No faxed or emailed applications will be accepted. If you have not received any response within 30 days after the closing date, consider your application unsuccessful.</li> <li>The appointment will be made in compliance with the provisions of sections 54 &amp; 57 of the Local Government Municipal Systems Amendment Act 7 of 2011.</li> <li>Enquiries regarding the position may be directed to the Personal Assistant to the Mayor: Mr MM Mcube at the following telephone number: (051) 713 9253</li> </ul>
<b>CLOSING DATE OF APPLICATIONS</b>	<b>02 JUNE 2017</b>
<b>MAYOR</b>	<b>Cllr XT MATWA</b>

HONOURABLE X.T MATWA  
MAYOR KOPANONG  
LOCAL MUNICIPALITY