



NALA LOCAL MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER MUNICIPAL MANAGER

REMUNERATION PACKAGE PER ANNUM: R1 011 686(Minimum) R1 176 380 (Midpoint) R1 341 073(Maximum) all inclusive
(As determined by notice No: 40118 of 2016 on upper limits for senior managers for a Category 4 Municipality)

The above position is a fixed-term performance based contract linked to the term of the current Council.)

The appointment will be made in compliance with the provisions of sections 54A & 57 of the Local Government: Municipal Systems Amendment Act 7 of 2011

CENTER: Bothaville, Free State

Reporting to the Mayor, the Municipal Manager is responsible for Leadership and Direction of the Administration of the Municipality through effective strategies to fulfill the objectives of the Local Government provided for in the Constitution of the Republic of South Africa and any legislative framework that governs Local Government. Foster relationship between the Municipal Council and the administration of the Municipality as well as key stakeholders and environment that defines the purpose and role of local government as a means to involve people in shaping the future of our communities.

MINIMUM REQUIREMENTS:

- Bachelor's Degree/B Tech in Public Administration or Public Management, Law or equivalent.
- A post graduate degree, registration with professional bodies and certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will be an added advantage
- Five years' experience in Senior Management position in Local Government level/ public service
- Extensive and practical knowledge of Local Government.
- Knowledge of all legislation applicable to Local Government
- Proven experience in Local Economic Development, Integrated Development programmes and sustainable Rural Development and expertise in dealing with Risk Management.
- Ability to communicate and negotiate at all levels of Government and with all relevant role players.
- The ability to interface with the Mayor and Council so that the Administration is aligned with the priorities of the Council.
- Excellent communication and report writing skills
- Sound understanding of computer(MS Word, Excel, PowerPoint)
- A valid driver's license

SKILLS AND COMPETENCIES:

Strategic leadership and management, Strategic Financial Management. Governance, ethics and values in the public sector. Ability to interact with other people. Report writing and presentation skills. People management and interpersonal skills. Stakeholder's relations. In-depth knowledge of current trends in innovations and practices to be able to analyze and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions. Strategic capacity and leadership. Analytical thinking. Policy conceptualization and implementation. Conflict management, Risk and change management, Mediation skills, Diversity management and Project management.

KEY PERFORMANCE AREAS:

- 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:
- Assume responsibilities of an Accounting Officer and Head of Administration.
- Manage the interface with the Mayor and Council so that the Administration is aligned with the priorities of the Council.
- Providing advisory and support services to the Mayor, Executive Committee and Council with regard policy issues.
- Provide leadership and accountability in Audit, Fraud, Risk Management and Governance matters.
- Ensuring implementation of IDP, LED and suitable Rural Development.
- Ensuring Development and implementation of the Performance Management System as prescribed in the Municipal Systems Act.
- Facilitate participation by Local Communities in the affairs of the municipality.
- Strategically manage the use of Council's resources to ensure Economic Effective and Efficient Service Delivery.
- Manage the municipality's administration in accordance with the Constitution, Local Government Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act and other applicable legislations.
- Ensure sound cooperative governance.
- Manage provision of services to local communities in a suitable and equitable manner.
- Promote sound Labour Relations and compliance by the Municipality with applicable Labour Legislations.
- Forming and developing an economic, efficient and accountable administration
- Appointing, managing, effectively utilizing and training staff and maintaining staff discipline.
- Being responsible for all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality and proper and diligent compliance with applicable Municipal Finance Management legislation.

PLEASE NOTE:

Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all shortlisted candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof. The Municipality subscribes to and promotes the principles of employment equity and affirmative action.

The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the above-mentioned competencies will be shortlisted. Candidates should note that some of the above-mentioned competencies may at discretion of the Council be formally assessed as part of the selection process. Shortlisted/ recommended candidates will be subjected to a competency based assessment over 2 day's prior appointment. Shortlisted candidates will be subjected to qualification verification, security vetting and criminal records checking. The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement contract and disclosure of financial interest within 60 days of appointment. Advertisement of these posts is subject to Local Government Regulations on the Appointment and Conditions of Employment of Senior Managers of 17 January 2014.

The appointed candidates will be stationed in Bothaville (Head Office), however Council reserves a right to place and move candidates anywhere in the municipality based on operational requirements.

Interested persons meeting the above-mentioned requirements are requested to complete an official application form, Annexure C form as stipulated on the Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers: which is also accessible on the following websites: www.gpwonline.co.za and forward this, together with a comprehensive Curriculum Vitae (CV), certified copies of qualifications and driver's license not older than three months to:

The Mayor Cllr Mogoje
Nala Local Municipality
Private Bag X15
Bothaville

9660 or hand deliver applications at the Municipal Building, Bothaville.

No applications will be considered if it is not on the official application form. Faxed, e-mailed and late applications will also not be considered.

ENQUIRIES: Mr B Molupe (Director: Corporate Services, Cell: 082 576 3983.

CLOSING DATE: 29 May 2017

CLLR MOGOJE
MAYOR: NALA LOCAL MUNICIPALITY