

VACANCY



Tokologo
LOCAL MUNICIPALITY

Tel: 053- 5410014/ 053- 5410052 | Fax : 053 -5410360 | Website: www.tokologo.gov.za | P/Bag x46 BOSHOFF 8340 | P O Box 18 DEALESVILLE 9348,
Tel : 051-8110029, Fax: 051-8110225 | P/Bag X04 HERTZOGVILLE 9482, Tel : 053-4219051, Fax: 053-4219244

Tokologo Local Municipality is an equal opportunity employer and invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following position on a five years fixed-term performance-based contract which will be based at Head Office, Boshof:

MUNICIPAL MANAGER

KEY REQUIREMENTS: • An appropriate B Degree, preferably in Public or Business Administration, Political Science, Social Science, Law or other relevant tertiary qualification • A post graduate or relevant NQF Level 7 qualification will be a strong recommendation • MFMP Certificate in terms of minimum competency level as per Government Gazette No. 29967 of 15 June 2007 • A minimum of at least eight years' work related experience at senior management level in the local government sphere • Practical knowledge of the local government environment or sound business experience in a commercial environment with proven institutional transformation • Valid driver's licence.

KEY COMPETENCIES: • Form and develop an economical, effective, efficient, accountable and performance driven administration for the municipality • Manage the municipality's administration in accordance with the provisions of the Systems Act and other legislation applicable to Local Government • Administer the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager • Implement the municipality's IDP, and to monitor the progress with the implementation thereof • Manage the provision of services to communities, residents and ratepayers in a sustainable manner • Control and manage the effective utilisation and training of staff • Maintain discipline of staff • Promote sound labour relations and compliance by the municipality to applicable labour legislation, conditions of service and collective agreements • Advise the structures and functionaries of the municipality • Manage the communication between the municipality's administration and its structures and functionaries • Carry out the decisions of the structures and functionaries of the municipality • Administer and implement the municipality's by-laws and policies • Implement national and provincial legislation applicable to the Local Government • Approve the use of council's facilities by members of the council in accordance with policy • Develop the staff establishment within a policy framework determined by the Council • Advise the council in accordance with the envisaged consultative process, on section 56 appointments • Appoint staff below the level of section 56 Managers in accordance with the municipal recruitment policy • Be responsible for all the income and expenditure of the municipality • To be responsible for all assets and the discharge of all liabilities of the municipality • Be responsible for proper and diligent compliance with the MFMA and other legislation • Consider appeals from a person whose rights are affected by a decision taken under delegated authority of a staff member other than the Municipal Manager, provided that the decision by the Municipal Manager may not retract any rights that may have been accrued as a result of the original decision.

SALARY: Total Remuneration Package: R885 394(minimum), R994 824 (midpoint), R1 104 255 (maximum) per annum (All inclusive package).

BENEFITS / CONDITIONS OF EMPLOYMENT: In terms of Government Gazette No. 37245 of 17 January 2014.

PLEASE NOTE:

Candidates are requested to complete the prescribed "Annexure C" (Application form as per the Regulations on Appointment and Conditions of Employment of Senior Managers in Government Notice No. 21 in Government Gazette No. 37245 dated 17 January 2014, which is obtainable at the Human Resource Management Office of Tokologo Local Municipality, at the head office in Boshof, or from municipal website at www.tokologo.gov.za or 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 and employment history or reference checks and competency assessment prior appointment. Tokologo Local Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the Municipality including remuneration, advertisement etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provision of Municipal Council Policies; Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation.

The successful candidate will be expected to sign an employment contract, a performance agreement and disclosure of financial interest. He/she will be stationed at the municipal head office in Boshof, but may be placed anywhere within the municipality depending on operational requirements.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof.

Council reserves the right to place and move candidates anywhere within the municipality. The Municipality reserves the right not to appoint any applicant to this position.

Further information / application forms are available from the Acting Admin and Support Manager, Tel 053 5410 014

Closing date: 09 March 2017 at 16h00

All applications accompanied with your CV and certified copies of qualifications must be addressed and/or sent to:

Physical Address:

The Acting Admin & Support Manager
Tokologo Local Municipality
Corner Market Square and Voortrekker Streets
Boshof
8340

OR

Postal Address

Tokologo Local Municipality
Private Bag X46
Boshof
8340

If you have not heard from us after 3 months of closing date, please accept that your application was not successful.

**MR. B.E. SEAKGE
MAYOR**