



MTHONJANENI MUNICIPALITY

Applications are invited from suitable qualified persons for the following position:

MUNICIPAL MANAGER

ADVERTISEMENT

5 YEAR PERFORMANCE BASED CONTRACT

SALARY: TOTAL REMUNERATION PACKAGE APPLICABLE TO THE MUNICIPAL MANAGERS AND DIRECTORS WILL BE IN TERMS OF GOVERNMENT GAZETTE NO. 43122 DATED 20 MARCH 2020

**MINIMUM PACKAGE R 992, 705 – MID POINT R 1,087,143 – MAXIMUM R 1,195,857;
PLUS, PERFORMANCE BONUS AND 4% REMOTE ALLOWANCE**

KEY REQUIREMENTS:

- Bachelor Degree in Public Administration / Financial Management/Political Science/Social Sciences/Law or equivalent
- Compliance with the minimum competency levels as prescribed by the Government Gazette No. 29967 of June 2007 is essential. ***(Candidates who are not in possession of the Municipal Finance Management Act minimum competency certificate will be given an opportunity to obtain such certificate within 18 months. Failing which, the employment contract will terminate automatically within one month after the application period.)***
- 5 years' experience at a Senior management level in local government or related environment
- Have proven successful institutional transformation within Public/local or private sector.
- Advanced knowledge and understanding of relevant policies and legislation.
- Advanced understanding of institutional governance systems and performance management.
- The ability to engage strategically with the Mayor, Councillors and the Community
- Good governance
- Audit and risk Management establishment and functionality
- Budget and financial management
- Advance knowledge of Back to Basics.
- Valid Driver's license

KEY PERFORMANCE AREAS:

- To assume responsibilities as the Accounting Officer and Head of administration
- To provide strategic leadership for the municipality to achieve its mandate
- Responsible for formation and development of effective, efficient, economically viable and accountable administration through management of all municipal internal departments.
- Render strategic leadership during the development of the IDP and monitor progress in terms of implementation.
- Manage municipality's administration in accordance with the MFMA, Constitution, Local Government Municipal Structures Act, Local Government Systems Act and other applicable legislation.
- Ensure Council's decisions and Municipal By-Laws are implemented effectively and efficiently
- Ensure sound financial management and compliance to Municipal Finance Management Act
- Ensure sound cooperative governance with all applicable legislations
- Manage provision of services to local communities in a sustainable and equitable manner
- Promote sound labour relations.

Key Competencies:

- Strategic capability, organizing and presentation skills
- Conflict resolution skills
- Communication skills
- Programme and project management skills
- Financial management
- People Management and Empowerment
- Service delivery innovation
- Knowledge of Performance Management
- Partnership and stakeholder relations
- Advanced mediation and negotiation skills
- Knowledge of Inter- Governmental Relations

**ENQUIRIES: Mrs N.B Mathe, Human Resources Manager ON TEL: 035 450 2082 EXT: 207
EMAIL: nontobekomathe@gmail.com**

PLEASE NOTE: It would be expected of candidates to be subjected to evaluations and a competency test will be conducted. Previous employers and references will be contacted. Qualification verification will be done as well as criminal record. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). APPLICANTS WILL BE EXPECTED TO SIGN AN EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF FINANCIAL INTEREST. Candidates considered for appointment will need to undergo competency assessment.

The Employee's regular place of work will be Mthonjaneni Municipality jurisdiction. The Municipality may require the employee to work within the Republic of South Africa and when required, the employee to travel internationally in the performance of his/her duties.

Applications on an Application for employment form obtainable from the Mthonjaneni Municipal website (www.mthonjaneni.org.za) accompanied by a comprehensive CV and certified copies of qualifications and ID should be submitted to: The Honourable Mayor, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835. Further information can be obtained from the Human Resources Manager on Tel: 035 450 2082.

No e-mailed or faxed applications will be accepted.

Should you not be contacted within a period of thirty (30) days after the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant. Mthonjaneni Municipality subscribes to and applies the principles of Employment Equity Act; preference will be given to candidates from designated groups in accordance with objectives of Employment Equity Act.

CLOSING DATE: 14 JANUARY 2022