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VACANT POSITIONS

NOTICE NO: 09/2021/2022

Umzimvubu Local Municipality with its mission to properly plan and deliver quality and sustainable services to improve the socio –economic status within the broader Umzimvubu community hereby invites applications from committed, self –driven individuals who want to accelerate their careers in the field mentioned herein through rendering services of high quality and exceptional intelligence in order for it to maintain its vision of being the best run municipality in South Africa.

DIRECTORATE: MUNICIPAL MANAGER'S OFFICE

MUNICIPAL MANAGER FIVE (05) YEAR FIXED TERM CONTRACT

REMUNERATION PACKAGE: All-inclusive remuneration package of a Grade 2 municipality negotiable between R1 030 759 – R 1 141 500 - R1 267 066 p.a (as per GG No. 43122 of 1 March 2020) and will be structured in accordance with individual needs. This is a five (5) year fixed term contract appointment.

KEY REQUIREMENTS: B-degree in Public Administration/Law/Social or Political Sciences or equivalent from a recognised tertiary institution • Minimum of 5 years' Senior Management experience preferable at a Local Government or public sector • Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for accounting officers of municipalities as per Regulation 493 dated 15 June 2007 • A postgraduate degree or relevant NQF Level 7 qualification will be a strong recommendation • Proven record in institutional transformation in public or local government sector • A high level of computer literacy • Advanced knowledge of relevant policy and legislation • Required core competencies as stipulated in Annexures A and B of regulations on appointment and conditions of employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 • Advanced understanding of institutional governance systems and performance management • Advanced understanding of Council operations and Delegation of powers • Strategic leadership skills • Proven ability to negotiate in all spheres of government • Proven track record of good governance, audit and risk management, budget and financial management • Ability and commitment to develop rural environment • Valid Driving License and no criminal record • Candidates will be subjected to criminal record checks, background screening; reference and previous employer checks, credit record check and qualification verification.

KEY COMPETENCIES: The following competencies as described in the Local Government Regulations on appointment and conditions of employment of senior Managers dated 17 January 2014 are essential:

- **CRITICAL LEADING COMPETENCIES:** Strategic Direction and Leadership • People Management • Financial Management • Program and Project Management • Change Leadership • Governance Leadership

- **CORE COMPETENCIES:** Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus.

KEY PERFORMANCE AREAS: • Development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community • Ensure the development and implementation of strategies that will have a measurable impact on organisational productivity and financial performance • Management of the provision of services to the local community in a sustainable and equitable manner • Facilitate the participation of the local community in the affairs of the municipality • Develop and maintain a system to assess community satisfaction with municipal services • Ensure the sound management of all the income and expenditure of the municipality • All assets, the discharge of all liabilities of the municipality and proper diligent compliance with applicable municipal finance management legislation • Give advice to political structures and political office bearers of the municipality, setting sound communication with them and administering and carrying out their decisions • Develop an economically sustainable, developmental and performance-driven administration through • Allocating and optimising financial, human & other resources • Creating a participative, partnership culture among stakeholders • Developing systems & strategies to deal with statutory responsibilities • Actively developing staff by communicating performance standards and establishing effective monitoring mechanisms • Ensure the implementation of the Integrated Development Plan • Ensure adherence to generally accepted Municipal Accounting and administrative practices and procedures and relevant Legislation • Provide financial direction and advice to all other Senior Managers and for Projects and programmes of interest to the municipality • Financial planning in terms of providing framework for financial accountability • Develop and implement the budgeting process and manage budgeting planning • Ensure that income and expenditure control management system prevents fraud and allows for accurate reporting • Ensure compilation of annual financial statements and application of budgetary control measures • Set performance goals and objectives for the entire municipality • Promotion of sound labour relations and compliance with all applicable labour legislation • Appointment, and ensure training, discipline and effective utilisation of staff. Ensure administration, development and implementation of the municipality's by-laws • Any other functions delegated by the Council.

DIRECTORATE: SPECIAL PROGRAMMES & COMMUNICATION

SENIOR MANAGER: SPECIAL PROGRAMMES AND COMMUNICATION FIVE (05) YEAR FIXED TERM CONTRACT

REMUNERATION PACKAGE: All-inclusive remuneration package of a Grade 2 municipality negotiable between R846 307 – R950 907 – R1 040 327 p.a (as per GG No. 43122 of 1 March 2020) and will be structured in accordance with individual needs. This is a five (5) year fixed term contract appointment

KEY REQUIREMENTS: Grade12 • Bachelor's Degree in Social Science / Public Management/ Administration / Administration /Personnel Administration/ Media and Communication or equivalent •Certificate in Municipal Finance Development for Finance Managers/ Minimum Competency Level • Be a South African Citizen or permanent resident • 5 years' experience in Local Government environment particularly in a senior management level • Required core competencies as stipulated in Annexures A and B of regulations on appointment and conditions of employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 • Have proven successful institutional transformation within public / private sector • Valid Driving License (Code 08 minimum)• Knowledge and understanding of relevant policy and legislation • Knowledge and understanding of institutional governance systems and performance management •Knowledge and understanding of council operations and delegation of powers• Overall knowledge of municipal financial management

KEY COMPETENCIES: The following competencies as described in the Local Government Regulations on appointment and conditions of employment of senior Managers dated 17 January 2014 are essential:

- **CRITICAL LEADING COMPETENCIES:** Strategic direction Leadership • People Management • Programme and Project Management • Financial Management • Change leadership • Governance leadership • Moral competency • Planning and organising • Analysing and innovation • Knowledge and information Management • Communication skills
- **CORE COMPETENCIES:** Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus.

KEY PERFORMANCE AREAS: Identify the Public Participation , Special Programmes and Communication strategies that complements service delivery • Oversee the development and implementation of strategic and operational policies of respective departments within the Special Programs and Communication department according to legislation and any other rules and regulations • Defines, implements and monitors the long –term , mid -term and short term plans of the department • Directs / controls and ensures successful achievement of the department 's key performance indicators • Plan the work sequences, programmes and outcomes associated with Special Programmes, Public Participation and Communication • Draw up departmental SDBIP derived from Municipal IDP and strategic business plans for the Special Programs and Communications department to ensure that business planning of the department is aligned to municipal strategic objectives IDP and business priorities • Approve and monitor/oversee strategic plans for the Special Programs; Communications & Public Participation within the department to ensure that business planning of the departments is aligned with municipal strategic objectives and business priorities • Prepare, allocate, manage and monitor the capital and operational budget of the Special Programs and Communication Department and Council Department budget of the Municipality to ensure effective and efficient functioning and cost control • Strategizes and Manages the implementation of Batho Pele Service Charter of the Department • Ensures champion of Risk Management in the Department • Manages and ensures full functioning of all Political Offices (Speaker , Mayor and Executive Committee)

The successful incumbent will be required to work within Umzimvubu area of jurisdiction and any other area that may be required from time to time, is required to enter into an annual performance agreement and disclose financial interests. All applications should be done through completion of municipal application form for senior managerial posts, with the Curriculum vitae and valid certified copies of educational, qualifications. The application form can be obtained in the municipal website being www.umzimvubu.gov.za and municipal offices.

All these requirements should be posted to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, MOUNT FRERE, 5090 or hand delivered at Erf 813 Main Street, KwaBhaca, 5090 or 67 Church Street, EmaXesibeni, 4735. All applicants should note that the selected candidates will be subjected to compulsory pre- employment screening in the form of qualifications, reference, criminal records and competency assessment.



Women and people with disability are encouraged to apply

NB: No faxed CV's or email application will accepted

ADMINISTRATIVE ENQUIRIES: Ms TT Madotyeni, Senior Manager: Corporate Services at 039 255 8509

Closing date: 29 March 2022

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Umzimvubu Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment


MR G. T. NOTA
MUNICIPAL MANAGER


DATE

