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UMZIMVUBU
— LOCAL MUNICIPALITY —

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SPECIAL COUNCIL AGENDA

FRIDAY, 25 OCTOBER 2024

KWABHACA TOWN HALL, AT 10H00

SPECIAL COUNCIL MEETING

(Private and confidential)



UMZIMVUBU LOCAL MUNICIPALITY

NOTICE is hereby given in terms of **Section 29(1)** of the **Local Government Municipal Structures Act No 117 of 1998** as amended that the **Special Council Meeting** of Umzimvubu Local Municipality will be held in **KwaBhaca Town Hall** on **Friday , 25 October 2024** by **10h00** to discuss the agenda items as set out hereunder:

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MR GPT NOTA
MUNICIPAL MANAGER

A G E N D A

1. **OPENING AND WELCOMING**
2. **READING OF THE OFFICIAL NOTICE**
3. **APPLICATIONS FOR LEAVE OF ABSENCE**
4. **APOLOGIES FROM MEMBERS**
5. **PECUNIARY INTEREST**
6. **DEPUTATIONS**
7. **COMMUNICATION STATEMENTS BY THE CHAIRPERSON**
8. **OFFICIAL ANNOUNCEMENTS**
9. **CONFIRMATION OF PREVIOUS MINUTES**

THERE ARE NO MINUTES TO BE CONFIRMED

10 BUSINESS OF THE DAY

- 10.1.1 RECRUITMENT PROCESS FOR THE POSITION OF SENIOR MANAGER: CORPORATE SERVICES OF UMZIMVUMBU LOCAL MUNICIPALITY**

- 10.1.2 RENEWAL OF AN ACTING APPOINTMENT FOR SENIOR MANAGER: CORPORATE SERVICES: UMZIMVUBU LOCAL MUNICIPALITY**

10.1.1 RECRUITMENT PROCESS FOR THE POSITION OF SENIOR MANAGER: CORPORATE SERVICES OF UMZIMVUBU LOCAL MUNICIPALITY

*(File No. : 4/3/4)
(Author: MM/GPT)
(1st Level: EXCO)*

1. PURPOSE

To table a report on the recruitment process that has undertaken for the position of the Senior Manager: Corporate Services of Umzimvubu Local Municipality.

To table the recommendations of the selection panel in respect of the Senior Manager: Corporate Services of Umzimvubu Local Municipality.

To tabulate the holistic recruitment report of the Senior Manager: Corporate Services for approval by council.

2. LEGAL REQUIREMENTS

The recruitment process has been undertaken in terms of the provision of the Recruitment Policy of the Municipality and Local Government Regulations on appointment and conditions of employment of Senior Managers.

3. STATUTORY

Recruitment Policy

Notice No: 37245 Government Gazette, dated 14 January 2014.

Notice No: 40593 Government Gazette, dated 03 February 2017.

4. BACKGROUND AND REASONING

The Council at its special meeting held on the 26th of April 2024, resolved that the position of the Senior Manager: Corporate Services be advertised, and recruitment processes be conducted.

In view of the above, the position of the Senior Manager: Corporate Services of Umzimvubu Local Municipality was advertised on Sunday Times dated the 19th of May 2024, Daily Dispatch dated the 17th of May 2024 and Pondo News dated the 17th of May 2024 and notice no 11/2023/24 where interested applicants were invited to apply for the position. The closing date was on the 06th of June 2024 and thirty five (35) applications were received.

The shortlisting process took place on the 27th of June 2024 and the Shortlisting panel comprised of the following;-

1. Mr G.P.T. Nota - Municipal Manager of Umzimvubu Local Municipality
2. Cllr I. Nodali - Portfolio Head: Corporate Services (ULM)
3. Ms. U. Mahlasela - Acting Municipal Manager: ANDM

4. Mr. A. Sidinile - COGTA Representative

5. Mr. T.F. Funani - Scribe

Out of the thirty five (35) applications tabled before the panel, six (06) candidates (as appearing on the table below) were shortlisted:

No	Name and Surname	ID No:	Gender	Contact Details
1.	Madotyeni Thozama Tylor Qweqwe Location Mthatha 5099	860407 0951 083	Female	0825209501/ 0673642782 Thozama.ngcongca@gmail.com
2.	Zembe Nokhanyo Nosisa Cancele A/A KwaBhaca 5090	741106 0828 086	Female	072 091 3952 Nokhanyozembe@gmail.com
3.	Novuko Kubone 37 Amazon Road Scottsville Extension Pietermaritzburg 3201	780329 0393 081	Female	0824673896/ 0685449984 novukok@gmail.com
4.	Kohli Mnoneleli Honest P.O Box 203 KwaBhaca 5090	681212 6922 089	Male	064 754 1810/ 073187 8441 mkohli@webmail.co.za
5.	Nodo Simlindile Mvenyane A/A Ndlantaka Location Ntabankulu 5130	700804 6024 085	Male	073 169 0070 ngcoyasm@gmail.com
6.	Zwane Wavela	760410 6010 087	Male	071 390 2328/ 082 305 1263 wavelaz@yahoo.com

All the six (06) candidates were advised that they have been shortlisted, and they were expected to undergo a screening process (by an independent assessor) as required in terms of the

Regulations of Local Government on employment of Senior Managers, 2014.

Dzama Trading -MIE was appointed to conduct the verification process and the following candidate's results are as follows:-

N O.	NAME & SURNAME	ID NO:	Qualificatio ns	Credit check	Criminal Record	Driving License	Fraud Listing
1.	Madotyeni Thozama Tylor	860407 0951 083 (Valid)	Obtained	No item found	Clear	Obtaine d	No record found
2.	Zembe Nokhanyo Nosisa	741106 0828 086 (Valid)	Obtained	No Item found	Clear	Obtaine d	No Record Found
3.	Novuko Kubone	780329 0393 081 (Valid)	Obtained	No Item found	Clear	Obtaine d	No Record Found
4.	Kohli Mnoneleli Honest	681212 6922 089 (Valid)	Obtained	No Item found	Clear	Obtaine d	No Record Found
5.	Nodo Simlindile	700804 6024 085 (Valid)	Obtained	No Item found	Clear	Obtaine d	No Record Found
6.	Zwane Wavela	760410 6010 087 (Valid)	Obtained	No Item found	Clear	Obtaine d	No Record Found

It must be noted that the panel met on the 05th of July 2024 to do the screening and the following should be noted:

- No adverse credit entries were found on all of the above candidates (administrative orders, judgements, collections, debt reviews, defaults, sequestrations etc)
- The ID and Driver's license were successfully validated.
- All candidates had no listing for fraudulent activities.
- All candidates had no listing for criminal activities.
- Tertiary institutions and department of Education confirmed to have awarded the qualifications in respect of all the candidates.

The following candidates were interviewed on the 04th of September 2024.

no.	NAME & SURNAME	Gender	Scores out of (Scores X 4 Pa Members)
1.	Ms. N. Kubone	Female	81
2.	Ms. T.T. Madotyeni	Female	71
3.	Mr. W. Zwane	Male	69
4.	Ms. N.N. Zembe	Female	64
5.	Mr. M. Khohli	Male	62
6.	Mr. S. Nodo	Male	62

Top Three recommended candidates were expected to undergo a competency assessment by an independent assessor being The Assessment Tool Box , as required in terms of the Regulations of Local Government on employment of Senior Managers, 2014.

Three candidates (Ms. N. Kubone, Ms. T.T. Madotyeni and Mr. W. Zwane) were taken for Competency assessment from the 10th – 13th September 2024, the results for all the candidates were as follows:

NO.	NAME & SURNAME	ID NO:	GENDER	OVERALL RESULTS	COMPETENT
1.	Novuko Kubone	780329 0393 081	Female	Competent	
2.	Thozama Madotyeni	860407 0951 083	Female	Competent	
3.	Wavela Zwane	760410 6010 087	Male	Competent	

The achievement levels are more defined in section 6 of Annexure A (LG: Competency Framework for Senior Managers) of the Regulations on appointment and conditions of employment of senior managers. The description is as follows:

Achievement Level	Description

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Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis
Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis
Superior	Has a comprehensive understanding of local government operations critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods

No.	Surname Initials	Scores (for candidate X4 Pa Membe	South African Citizen	Competency tests			Disciplinary or Dismissal	Holding of Political Office	Qualification verification	Ref checks
				Case study	GIOTTO	CPP				
1	Ms. N. Kubone	81	Yes	Yes	Yes	Yes	No	No	Yes	Yes
2	Ms. T.T. Madotye	71	Yes	Yes	Yes	Yes	No	No	Yes	Yes
3	Mr. W. Zwane	69	Yes	Yes	Yes	Yes	No	No	Yes	Yes

5. LABOUR IMPLICATIONS

This is an existing post that was filled before, but the incumbent resigned. Filling of this position will increase the efficiency of the department.

6. FINANCIAL IMPLICATIONS

The position of Senior Manager: Corporate Services is budgeted for at a total package of R913 969 - R1 026 932 - R1 123 501 per annum. The cost of filling this position will be defrayed from the salary budget vote of Corporate Services Department.

7. OTHER PARTIES CONSULTED

No parties consulted.

8. ANNEXURES

Annexure "A" – A Copy of advert

Annexure "B" – Curriculum Vitae and Qualification

Annexure "C" – Copy of Minutes of Shortlisting Minutes

Annexure "D" – Declaration Forms of Employment

Annexure "E" – Screening Report (Dzama Trading - MIE)

Annexure "F" – Competency Assessment Results (The Assessment Tool Box)

Annexure "G" – Score Sheets

RESOLVED TO RECOMMEND

That the report on recruitment proceedings pertaining to the filling of the post of Senior Manager:Corporate Services be noted by the council.

1. It be noted by Council that the recruitment process has been done in terms of Rule 6 of Regulations on appointment and conditions of employment of senior Managers.
2. That the scores and deliberations of the Selection Panel Members pertaining to the candidate's performance be noted by Council.
3. That the Council notes the information from candidates as required in terms of Rule 11 and section 56A of the Systems Act in terms of holding political offices is attached as Annexure D which has the declaration forms of employment.
4. That the Council notes that the screening of candidates which was pertaining to reference check for previous employment; validity of qualifications; verification whether candidate has been charged for fraud has been done through the services of MIE and the results are attached as Annexure E.

5. That Council notes that a competency assessment has been done by candidates as required by clause 17 (1) (a) of the Regulations on the appointment of senior managers and is attached as Annexure F
6. That the Council Notes the recommendation of appointment of Ms. N. Kubone as the Senior Manager: Corporate Services, with effect from 01st of October 2024.
7. It should be noted by the Council that before the date of appointment, submit a written report to the MEC for Local Government of the appointment process.
8. It should be noted that the approved candidate should sign an employment contract and performance contract within sixty (60) days from the date of appointment facilitated by the Corporate Services department.

10.1.2 RENEWAL OF AN ACTING APPOINTMENT FOR SENIOR MANAGER: CORPORATE SERVICES: UMZIMVUBU LOCAL MUNICIPALITY

File Number: 1/2/1
[Author: Municipal Manager/GPT/cn]
[EXCO: 18 October 2024]
[Special Council: 25 October 2024]

PURPOSE

To present a motivation for the renewal of an acting appointment for Senior Manager: Corporate Services Department.

To recommend approval of the renewal of the acting appointment by the Municipal Council for Senior Manager: Corporate Services.

LEGAL & STATUTORY REQUIREMENTS

Umzimvubu Municipal Acting Policy

Umzimvubu Delegation of Powers

BACKGROUND AND REASONING

The position of the Senior Manager: Corporate Services under Corporate Services Department has since been vacant as from the 13th of May 2024 and has not been filled yet. The position has already been advertised, and the recruitment processes have not yet been finalised but in the meantime, there should be a Senior Manager minding this department with all the duties bestowed upon Senior Manager: Corporate Services Department.

It is common cause that Mr T. Funani has pursuant to the previous council resolution been the incumbent Acting Senior Manager. It is also common cause that the acting stint of Mr T. Funani has subsequently lapsed and as contemplated in **clause number 5.1 of the Umzimvubu Municipal Acting** policy which provides that “Acting shall be limited to a minimum period of 10 working days and a maximum period of three (3) months subject to renewal”. It is upon that premise that it is recommended that the acting appointment of **Mr. T. Funani** as Acting Senior Manager: Corporate Services be renewed for a further period of two months. It is further recommended that the acting appointment commences on the 20th of September 2024 and ends on the 19th of November 2024 or immediately when the recruitment process of the Senior Manager: Corporate Services is finalized, whichever comes first.

The acting policy does allow that under exceptional circumstances, employees can act in similar posts and posts above the ones they are holding, and it stipulates the percentage to be paid as an acting allowance which is the difference in the basic salary.

FINANCIAL IMPLICATIONS

The acting remuneration of Acting Senior Manager: Corporate Services will be calculated at the difference of the basic salary of Senior Manager: Corporate Services and Manager: ICT.

ANNEXURE

There are no Annexures attached to this report.

RESOLVED TO RECOMMEND

1. That the motivation on the renewal of an acting appointment for Senior Manager: Corporate Services be noted by Council.
2. That the Council approves that the appointment of Acting Senior Manager: Corporate Services should be renewed for a period of two months.
3. That the Council approves that **Mr. T. Funani (Manager: ICT)** be appointed as Acting Senior Manager: Corporate Services from the **20th of September 2024** until the **19th of November 2024** or immediately when the recruitment process of the Senior Manager: Corporate Services is finalized, whichever comes first.
4. That the Council approves that **Mr. T Funani** be reimbursed an acting allowance as stipulated in the municipal Acting Policy.
5. That the Council approves that the Acting Senior Manager: Corporate Services ceases to act in the position of Senior Manager: Corporate Services immediately when the recruitment process of the Senior Manager: Corporate Services is finalized.

11 CONSIDERATIONS OF URGENT MATTERS

12. DATE OF THE NEXT MEETING

The date of the next meeting will be on the 30th October 2024.

13. CLOSURE