



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled are encouraged to apply.

ADVERT

MUNICIPAL MANAGER

**(FIXED TERM EMPLOYMENT CONTRACT FOR A PERIOD NOT EXCEEDING ONE YEAR
AFTER THE ELECTION OF THE NEXT COUNCIL OF THE MUNICIPALITY)**

REF: 4/3/1-PF-MC36MMMM001/2019

Annual Total Remuneration Package: Minimum R 1,038,509, midpoint R 1,193,690, maximum R 1,348,869 per annum for a category 3 Municipality; (*Annual Total Remuneration Package will be determined by competence, qualification, experience and knowledge read together with the guidelines as set out in Government Gazette 42023 dated 08 November 2018*). The successful incumbent shall be expected to sign employment contract, performance agreement and disclosure of financial interest form. The candidates recommended for appointment to the post must undergo a competency assessment and security vetting. The recruitment for the Municipal Manager is in accordance with the Local Government: Regulations on appointment and Conditions of employment of Senior Managers and other relevant legislations and Regulations.

The incumbent will be stationed at Waterberg District Municipality with its Offices in Modimolle Town.

REQUIREMENTS: Bachelor Degree in Public Administration / Political Science / Social Science / Law or equivalent. The applicant must have a minimum of five (5) years relevant experience at senior management level and have proven successful institutional transformation within public or private sector. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle.

KNOWLEDGE:

- Advanced knowledge and understanding of relevant policy and legislation;
- Advanced understanding of institutional governance systems and performance management;
- Advanced understanding of council operations and delegation of powers;
- Good governance;
- Audit and risk management establishment and functionality; and
- Budget and finance management

The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 of 17 January 2014:

- Strategic direction and leadership; people management; program and project management; financial management; change management; government leadership
- Moral competence; planning & organising; analysis & innovation; knowledge & information management; communication and results & quality focus

KEY PERFORMANCE AREAS:

As the head of administration, the incumbent will; subject to the policy direction of the municipal council be responsible and accountable for:

- The formation and development of an economical, effective, efficient and accountable administration;
- The management of the municipality's administration in accordance with Municipal Systems Act 32 of 2000, and other legislations applicable to the municipality;
- The implementation of the municipalities integrated development plan and monitoring progress with implementation of the plan;
- The management of the provision of services to the local community in a sustainable and equitable manner;
- The management , effective utilization and training of staff;
- The maintenance of discipline of staff;
- The promotion of sound labour relations and compliance by the municipality with application labour legislation;
- Advising the political structures and political office bearers of the municipality;
- Managing communication between the municipality's administration and its political structures and political office bearers;
- Carrying out the decisions of the political structures and political office bearers of the municipality;
- The administration and implementation of the municipality's by-laws and other legislations;
- The exercise of any powers and performance of any duties delegated by the municipal council, or sub delegated other delegating authorities of the municipality, to the municipal manager in terms of MSA 32 of 2000 Section 59;
- Facilitating participation by the local community in the affairs of the municipality; developing and maintain a system whereby community satisfaction with municipal services is assessed;
- The implementation of national and provincial legislation applicable to the municipality;
- Responsible and accountable for all assets and the discharge of all liabilities of the municipality;
- Responsible and accountable for all income and expenditure of the municipality;
- Responsible and accountable for proper and diligent compliance with Municipal Finance Management Act 56 of 2003
- Ensure implementation of Council Policies and Resolutions;
- Represent the Municipality at Provincial and National Forums;

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or

obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's license and a signed covering letter that indicate the position you are applying for and must be sent by post to: The Executive Mayor, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background check and a security vetting (criminal check) will be done for all the successful candidates.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 or Mr J Matlou at 014 718 3339 during office hours.

Closing Date: 10 JANUARY 2020

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful.

The Waterberg District Municipality reserves the right not to appoint or fill the advertised post.

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CLLR. SM MATABOGE
EXECUTIVE MAYOR