



SIYANCUMA MUNICIPALITY

Siyancuma Municipality invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

POST: MUNICIPAL MANAGER

CENTRE: DOUGLAS, NORTHERN CAPE

CLOSING DATE: 5 FEBRUARY 2024

- **Annual Total Remuneration Package:**
 - **Salary scale: Minimum** R:1,077 607 - Midpoint R1,193 381 – Maximum R1,324 654
 - Negotiable in terms of Government Gazette No. 48789 of 14 June 2023, i.e. Upper Limits of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to the Municipal Managers
 - A Remote Allowance of 4 % of the Annual Salary may also be payable.
- **Term of Appointment:**
 - Fixed term contract (not exceeding 1 year after Local Government elections).
- **Minimum Qualifications / Requirements:**
 - B Degree in Public Administration/Political Sciences/Social Sciences/Law ;or equivalent
 - Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, i.e. Certificate in Municipal Financial Management, e.g. (CPMD, MFMP, etc.)(South African Qualifications Authority, Qualification ID No. 48965 for Accounting Officers of municipalities). If a newly appointed person is not in possession of this Competency, he/ she must complete it within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No.40593.
 - A postgraduate qualification in the fields related to public administration will be an added advantage.
 - Valid driver's licence
 - No criminal record
- **Years of experience:**
 - 5 years relevant experience at a senior management level, and must have proven successful institutional transformation record in the public or private sector.
- **Core competencies:**
 - As stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.

- Advanced knowledge and understanding of relevant policy, legislation, institutional governance systems and performance management.
 - Advanced understanding of municipal council operations and delegation of powers.
 - Proven track record of good governance, audit and risk management, and budget and finance management.
 - Ability to be an innovative and strategic leader.
 - Good facilitation and communication skills.
- **Responsibilities:**
- To comply with the functions of the Municipal Manager as prescribed in section 55 of the Municipal Systems Act, 32 of 2000;
 - Provide strategic and ethical leadership and management to achieve the vision of the municipality;
 - Development and management of an economically effective, accountable administration which is equipped to implement municipality's Integrated Development Plan, to operate in accordance with the Municipal Performance Management System and to understand the needs of the local community;
 - Responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation;
 - Management of the provision of services to the local community in a sustainable and equitable manner;
 - Appointment, training, discipline and effective utilisation of staff as well as promotion of sound labour relations;
 - Promotion of sound labour relations and compliance with applicable labour legislation;
 - Advise the political structures and political office-bearers, manage communications between political structures and political office-bearers of the municipality as well as carrying out their decisions;
 - Administration and implementation of the Municipality's by-laws and other legislation;
 - Exercise any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the Municipality;
 - Facilitate participation by the local community in the affairs of the Municipality;
 - Develop and maintain a system for the assessment of community satisfaction with municipal services;
 - Represent the municipality at provincial and national fora
 - The performance of any other function that may assigned by the Municipal Council and as Accounting Officer.

Please Note:

1. The municipality subscribes to employment equity and affirmative action
2. No late or faxed applications will be considered.
3. Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za, or on the Municipal Website; www.siyancuma.gov.za (failure to do so will result in the candidate being disqualified).

4. Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should disclose financial interest.

5. Siyancuma 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 provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation.

If you meet the stated requirements, a detailed CV, certified copies of academic qualifications, Identity Document and Driver's License (certified copies must not be older than 3 months) should be addressed to: **The Mayor, Siyancuma Local Municipality, P.O Box 27 Douglas 8730.**

Enquiries: Cllr P MCKlein (Mayor) Tel: 053 2981810 during office hours (07:30 – 16:30)

If no communication has been received from us within three (3) months after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.

Notice Issued by:

Cllr P MCKlein
The Mayor