



Office of the Mayor

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CAREER OPPORTUNITY

MUNICIPAL MANAGER

(This is a five year fixed-term employment contract linked to performance subject to negotiations)

Remuneration: Total remuneration package will be in terms of Government Gazette No 40118, Notice No 381 of 2016 which stipulates remuneration packages for Category 2 Municipalities as follows:

- Total remuneration package: Minimum: R930 409.00
- Total remuneration package: Midpoint: R1 069 436.00
- Total remuneration package: Maximum: R1 208 463.00

Minimum requirements:

- Completed Grade 12
- B degree in Public Administration/Law/Social or Political Sciences
- Minimum of 5 years' Senior Management experience preferably in Local Government Administration or the public sector
- Postgraduate studies will be a strong recommendation
- Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for accounting officers of municipalities as per Regulation 493 dated 15 June 2007*
- Understanding of institutional transformation in public or local government sector
- Computer literacy
- 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



- Understanding of institutional governance systems and performance management
- Understanding of Council operations and delegation of powers
- Strategic leadership skills
- Ability to negotiate in all spheres of Government
- Understanding of good governance, audit and risk management, budget and financial management
- Ability and commitment to develop rural environment
- Valid driver's licence and no criminal record

Candidates will be subjected to criminal record checks, reference 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
- Programme 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:

- Develop and manage 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.
- Manage 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.
- Manage 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, set sound communication with them, administer and carry out their decisions.
- Develop an economically sustainable, developmental and performance-driven administration through, strategic leadership, allocating and optimising financial, human and other resources.
- Drive organisational performance and Human Resources Development.
- Create a participative, partnership culture among all stakeholders.
- Set up strategic alliances.
- Develop systems and strategies to deal with statutory responsibilities.
- Actively develop 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.



Interested candidates must forward a Comprehensive CV with 3 references and certified copies of ID, Driver's Licence and qualification addressed to: The Mayor, Mandeni Local Municipality, P.O. Box 144 Mandeni 4490. The application form is available on the website www.mandeni.gov.za or contact Human Resources on 032 456 8200 for any enquiries related to this post.

The closing date for applications is Thursday 01 June 2017.

Faxed or e-mailed applications will not be accepted.

No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.

If you have not heard from the Municipality 30 days after the closing date, please consider your application as unsuccessful.

A handwritten signature in black ink, appearing to be 'S.B. Zulu', written over a horizontal dotted line.

Cllr. S.B. Zulu

Mayor

Mandeni Municipality

PN 20/2017