

CORPORATE SERVICES

City of Mbombela, a Category 7 Municipality with its seat in Mbombela hereby invites applications from suitable qualified candidates who are committed, self-driven, motivated, service delivery oriented and high performance professional/practitioners for the position of:

DEPARTMENT: OFFICE OF MUNICIPAL MANAGER

1 X MUNICIPAL MANAGER

DURATION: This is a 2 year fixed term performance based contract, subject to signing of a performance agreement and employment contract.

SALARY: A competitive remuneration package will be negotiated with the successful candidate based on qualifications and experience. The package will be in accordance with the Government Gazette no 42023 of 8 November 2018 on the determination of Upper limits of total remuneration payable to Municipal Managers and Managers directly accountable to Municipal Managers.

(Minimum) R1 646 643 (Midpoint) R1 995 931 (Maximum) R2 345 220

REQUIREMENTS AND EXPERIENCE:

Bachelor Degree in Public Administration/Political Science/Social Science or equivalent tertiary qualification and a minimum experience of 5 years at a senior management level, preferably in the local government environment. The successful candidate must demonstrate excellent knowledge of the regulatory framework for Local Government and must also be a visionary leader, excellent communicator at all levels, a good negotiator, team player and strategist with the ability to identify and develop opportunities to the benefit of the Municipality and the Mbombela community. He/she must possess innovative and creative abilities, and be dynamic to improve the functioning of the municipality through strategic leadership and intergovernmental relations promotion.

The successful candidate must also possess a wealth of relevant hands-on experience that includes; strategic management, strategic financial management, governance ethics and values, financial and performance reporting, risk and change management, project management, sound stakeholder relations, supply chain management, audit and assurance, presentation and report writing skills, as well as computer proficiency. Compliance with minimum competency levels as prescribed by National Treasury Government Gazette 29967 dated 15 June 2007.

KEY PERFORMANCE AREAS:

As Head of Administration and Accounting Officer, the Municipal Manager is subject to the policy directions of the municipal Council responsible and accountable for:

- Formulation and development of an economical, effective and efficient municipal administration;
- Implementation of the Integrated Development Plan, including the Performance Management System;
- Ensuring effective utilisation, training and maintenance of discipline of staff according to sound labour matters and applicable legislation;
- Providing of sound advisory service to the Executive Mayor and political office bearers;

- Managing the municipal administration in accordance with the Constitution, Local Government Legislation and other National and Provincial Legislation applicable to the Municipality;
- Ensuring that the decision of the political structures and political office bearers are carried out;
- Exercise any powers and the performance of any duties delegated by the Municipal Council;
- Ensuring the administration and implementation of the Municipality's by-laws;
- Ensure sound management of all income, expenditure and assets of the municipality;
- Responsible for proper and diligent compliance with applicable municipal finance management legislation;
- Ensure a safe and healthy work environment for all employees, contractors, visitors and community members.

KNOWLEDGE: Advanced knowledge and understanding of relevant Local government policies and legislation, institutional governance systems, Performance management systems, Council operations, Delegation of powers, Audit and Risk management establishment and functionality, Budget and Financial management.

CORE FUNCTIONS: To provide strategic leadership to the Municipality

DEPARTMENT: LEGAL SERVICES

1 X GENERAL MANAGER: LEGAL SERVICES (HEAD OFFICE)

SALARY: A competitive remuneration package will be negotiated with the successful candidate based on qualifications and experience. The package will be in accordance with the Government Gazette no 42023 of 8 November 2018 on the determination of Upper limits of total remuneration payable to Municipal Managers and Managers directly accountable to Municipal Managers.

(Minimum) R1 317 315 (Midpoint) R1 596 747 (Maximum) R1 876 176

DURATION: This is a 5 year fixed term performance based contract, subject to signing of a performance agreement and employment contract.

REQUIREMENTS: Bachelor's Degree in Law coupled with practical extensive relevant experience and understanding of the South African Constitutional Framework including the South African Judicial system. Practical and extensive knowledge of local government legislation such as the Municipal Finance Management Act, Treasury Regulations, relevant prescripts, sound statutory and by-law drafting skills.

Display experience consulting with attorneys on matters involving Local Government. Capacity to communicate clearly and persuasively at the highest level of local government.

Leadership, negotiation skills, good communication skills and sensitivity to political and strategic objectives of government, especially local government.

Compliance with minimum competency levels as prescribed by National Treasury Government Gazette no 29967 date 15 June 2007 or candidates must commit to comply with the competence requirements within 18 months from date of appointment.

- A valid driving license.
- A minimum of 5 years managerial experience in local government and/or public sector environment.
- Extensive experience in Municipal Finances Management and Regulations Policy Development and Management, Strategic Planning and Implementation, Programme Management, Monitoring, Evaluation and Reporting on Service Delivery.

- Demonstrable knowledge of Local Government and related legislation.
- Knowledge and application of Performance Management Systems and its regulations
- Extensive experience in community facilitation and networking.
- Admission as an Attorney or Advocate will be an added advantage.

KNOWLEDGE: Advanced knowledge and understanding of Local government policies, legislation, institutional governance systems, Performance management systems, Council operations and Delegation of powers.

CORE FUNCTIONS: To provide legal advice and support on corporate affairs and management services to the Municipality on litigation involving third parties. To render compliance management.

RESPONSIBILITIES: Manage and administer all functional areas within directorate. Strategically develop and/or implement policies, systems and procedures. Ensure correct application of relevant policies and procedures. Increase awareness of Legal services rules and regulations. Ensure that there is an efficient Legal Services system in the City of Mbombela. Ensure implementation of the Integrated Development Plan. Take responsibility for internal and external customer relations. Ensure that Council policies and relevant provincial legislation are implemented. Ensure that the vision and strategies are achieved through co-operation and teamwork.

NOTE:

1. The successful candidate will be required to enter into an employment contract, and a performance agreement as well as disclosure of financial interests and will be subjected to security vetting.
2. Candidates must comply with the minimum competency levels as prescribed by National Treasury, Government Gazette no 29967, dated 15 June 2007 or candidates must commit to comply with the competence requirements within 18 months from date of appointment.

Council reserves the right not to continue with the recruitment process for any valid reason.

CLOSING DATE & TIME: 12 AUGUST 2019 @ 16:00

If you qualify for the above positions, **please send your application form** in conjunction with your comprehensive curriculum vitae, as well as certified copies of certificates to:

Senior Manager: Human Resources, City of Mbombela, P.O. Box 45, Mbombela, 1200 /or hand delivered to 1 Nel Street, Civic Centre, Mbombela, Glass Office 1, 3rd Floor.

A **compulsory** application form for employment (Annexure C) is obtainable from the City of Mbombela website.

Enquiries can be directed to Human Resources division (013) 759 2095/ 9145/ 9970/9037). No late or faxed or emailed applications will be considered.

Should you not have been contacted for an interview within 30 days after the closing date you may assume that your application was unsuccessful.

THE CITY OF MBOMBELA SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IN THIS VAIN, SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.

**ME NKOSI
GENERAL MANAGER: CORPORATE SERVICES**

