

NDLAMBE MUNICIPALITY

PORT ALFRED



VACANCY: MUNICIPAL MANAGER: TOTAL REMUNERATION PACKAGE (MINIMUM R1 067 587.00 MIDPOINT R 1 227 113.00 MAXIMUM R1 386 637.00)

The total remuneration package applicable to a Category 3 Municipality per annum is offered. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers) as Gazetted.

This is five (5) years fixed-term performance contract not exceeding a period ending one year after the elections of the next council of the municipality. Candidates will be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted, and their qualifications, credit and criminal records will be verified. The candidates will be required to disclose all financial interests.

MINIMUM REQUIREMENTS:

Bachelor's degree in Law, Public Administration / Political Science / Social Science or equivalent • Five (5) years relevant experience at Senior Management Level and Proven Successful Institutional Transformation in Public and Private Sector.

KNOWLEDGE

Advanced knowledge and understanding of relevant policy and legislation • Advanced understanding of institutional governance system and performance management • Advanced understanding of council operations and delegation of powers • Good governance • Audit and risk management establishment and functionality • Budget and finance management • Excellent facilitation and communication skills in at least two of the three official languages of the Eastern Cape • Valid driver's licence and own transport • Successfully completed the Minimum Competency requirements as per Government Notice GNR493 published in Government Gazette no 29967, dated 15 June 2007, and Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG 37245, dated 17 January 2014.

KEY PERFORMANCE AREAS:

- The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, operate under the municipality's performance management system and understand the needs of the local community
- As the Accounting Officer the Municipal Manager will be responsible and accountable for all the duties and not limited to as stipulated in Section 55, 56, 57, 66 of the Local Government Municipal Systems Act 32 of 2006.
- Ensures that the Integrated Development Planning and Legal Process Plans are developed and adhered to in terms of Chapter 5 of the Municipal Systems Act.
- Ensures that the Performance Management System is established, implemented and monitored as stipulated in Chapter 6 of the same Act.
- Ensures that the Department of Local Government 5 Key Performance Areas aligned to the IDP, and Budget is achieved by the Senior Managers.
- Ensures that all staff members adhere to the Code of Conduct for Municipal staff members.
- The promotion of sound labour relations and compliance with applicable labour legislations.
- Ensures that the Organisational Transformation process is guided or driven by set goals and that its objectives are achieved.

- Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their lawful decisions
- The administration and implementation of the municipality's by-laws and other legislation
- 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.

Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted, and their qualifications, credit and criminal records will be verified. The candidates will be required to disclose all financial interests.

Employment Equity Plan will be complied with. All applicants who do not receive any response within 21 days of the deadline of the advertisement should know their applications were not successful.

An official application form applicable to Senior Managers (available on the municipal website, (www.ndlambe.gov.za) must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's license and the names of three contactable references from current and previous employers must be provided.

Applications must be posted/couriered to Ndlambe Local Municipality, P.O. Box 13, Port Alfred 6170 or hand-delivered to the Human Resources Section, 01 Causeway Road, Civic Centre, Port Alfred 6170, **for the attention of Honourable Mayor: Cllr KC Ncamiso. The closing date is Monday, 3 October 2022.**

For enquiries can contact the Manager: Human Resources: Mr Unathi Nondzube on 046 604 5500 during office hours (07:30 – 16:30).

**NOTICE NUMBER: 161/2022
11 SEPTEMBER 2022**

**CLLR K.C. NCAMISO
HONOURABLE MAYOR**

*Sunday Times
Daily Dispatch
Municipal Noticeboards
Municipal Website*