



MUSINA LOCAL MUNICIPALITY VACANCIES

Musina Local Municipality invites applications from suitably qualified candidates to fill a vacancies of Municipal Manager and General Manager Corporate Services, positions established in terms of section 54A and 56 of the Local Government Municipal Systems Act No 32 of 2000 as amended, on a Performance Based Five Years Fixed Term Employment Contract. The successful candidates will be appointed in terms of sections 57 of Local Government Municipal Systems Act No 32 of 2000 as amended and the Local Government Laws Amendment Act 19 of 2008, Local Government Municipal Systems Act: Regulations on Appointment and Conditions of Employment of Senior Managers and Local Government Municipal Systems Act: Regulations on Upper Limit of Total Remuneration Package payable to Municipal Managers and Managers Directly Accountable to Municipal Manager and will be required to enter into an annual performance contract with council for each financial year for the duration of the employment relationship. Musina Local Municipality is an equal opportunity and Affirmative Action Employer, persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

MUNICIPAL MANAGER

DEPARTMENT: MUNICIPAL MANAGER

EMPLOYMENT TERM: PERFORMANCE BASED 5 YEARS FIXED TERM CONTRACT

TOTAL REMUNERATION PACKAGE (In terms of Local Government Upper Limits of Total Remuneration Package payable to Municipal Managers as published in GG 40118 dated 4 July 2016): MINIMUM PACKAGE: R930 409 OR MIDPOINT PACKAGE: R 1 069 436 OR MAXIMUM PACKAGE: R 1 208 463.

KEY REQUIREMENTS:

A Bachelor's Degree in Public Administration / Political Sciences / Social Sciences / Law; or equivalent

A minimum of 5 years' experience relevant experience at a senior management level; and have proven successful institutional transformation within public or private sector; A valid Code B driver's license. Legibility in terms of the Local Government Competence framework for Senior Managers and Minimum Competency Requirements for Senior Managers as per the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers as published under GG 37245 dated 17 January 2014.

Core Competencies: Strategic direction and leadership; people management; program and project management; financial management; change management; government leadership; moral competence, planning and organizing, analysis and innovation; knowledge and information management; communication, results and quality focus.

Knowledge: Advanced knowledge and understanding of relevant policy and legislation; Advanced knowledge and 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

KEY PERFORMANCE AREAS INCLUDES:

- Strategic leadership and management:** Provide a direct vision of the institution and deploy on others to deliver on strategic mandate; be able to contribute to service delivery systems of a complex nature and manage the achievement of municipal strategies and goals; be able to formulate an influence short, medium and long term service delivery plans to deliver on municipal strategies and goals; be able to provide strategic leadership to the senior management team; be able to develop and maintain strategic alliances with various stakeholders.
- People Management:** Effective manage, inspire and encourage people, respect diversity, optimize talent and build and nurture relationships in order to achieve institutional objectives.
- Program & Project Management:** Be able to understand program and project management methodology, plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.
- Financial Management:** Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognized financial practices. Further to ensure that all financial transactions are managed in an ethical manner.
- Change Leadership:** Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services in the community.
- Governance leadership:** Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualization of relevant policies and enhance cooperative governance relationship.
- Moral Competence:** Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence.
- Planning and organisation:** Able to plan, prioritize and organize information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.
- Analysis and innovation:** Able to critically analyze information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.
- Knowledge and information Management:** Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government.
- Communication:** Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.
- Results and Quality Focus:** Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.

RE ADVERTISEMENT FOR GENERAL MANAGER CORPORATE SERVICES

POSITION: GENERAL MANAGER: CORPORATE SERVICES

DEPARTMENT: CORPORATE SERVICES

EMPLOYMENT TERM: PERFORMANCE BASED 5 YEARS FIXED TERM CONTRACT

TOTAL REMUNERATION PACKAGE: MINIMUM PACKAGE TOTAL REMUNERATION PACKAGE (in terms of Local Government Upper Limits of Total Remuneration Package payable to Municipal Managers as published in GG 40118 dated 4 July 2016): R 788 305 OR MIDPOINT PACKAGE: R 878 063 OR MAXIMUM PACKAGE: R 987 820.

KEY REQUIREMENTS:

A Bachelor's Degree in Public Administration / Management Sciences / Law or an equivalent relevant qualification. A post-graduate qualification in the field will be an added advantage. A minimum of 5 years' experience at middle management level with proven successful management experience in administration. A valid Code B driver's license. Legibility in terms of the Local Government Competence framework for Senior Managers and Minimum Competency Requirements for Senior Managers as per the Local Government Regulations on Appointment and Conditions of Employment of Senior Managers as published under GG 37245 dated 17 January 2014.

Excellent communication & leadership skills. Advanced Computer Skills. Good knowledge and understanding of relevant policy, legislation, institutional governance systems and performance management systems. Good knowledge of corporate services including human capital management, legal services, facilities management, information communication technology, council support and administration. Knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); good governance; labor relations Act, and other labor-related prescripts; legal background and human capital management; and knowledge of coordination and oversight of all specialized support functions.

KEY PERFORMANCE AREAS INCLUDES:

Formulate corporate services master plans, project management and implementation. Project management implementation key plans and projects. Manage, direct and control key deliverables and outcomes associated with the department. Develop short and long term strategic plans for the department. Manage departmental budget/systems/personnel/other resources and services rendered by the department. Manage the Human Resources Management, Legal Services, Information Communication Technology and Council Secretariat and Administration divisions. Advice management and council on administrative matters. Manage departmental resources in accordance with applicable legislation and regulations. Establish, operate and maintain structures, processes and systems. Provide strategic support and oversee the provision of support services in all units within the municipality and department. Direct and control key deliverables and outcomes for the department. Liaise with internal and external stakeholders. Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices and operating standards compliance.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your formal applications to:

The Acting Municipal Manager; Musina Local Municipality; Private Bag X 611; Musina; 0900 or deliver to 21 Irwin Street; Musina.

Applications must be accompanied by a Musina Municipality **APPLICATION FORM FOR SENIOR MANAGERS**, a comprehensive curriculum vitae and certified copies of:

- Identify document.
- Valid driver's license.
- Qualifications.
- Proof of professional body membership if applicable.

*Applications without the above will not be considered. Musina Local Municipality reserves the right to / not to make appointments. If no response is received from the Musina Municipality within 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to shortlisted and successful candidates only.

- NB: 1. Shortlisted candidates will be subjected to and undergo personnel suitability checks including but not limited to competency assessments; security vetting; qualifications, employment, credit, company ownership / directorship, political office reference checks / verification.
2. Fax and E-Mail applications will be not accepted.
3. Applications received after the closing date and time will not be considered.
4. Fraudulent qualifications or documentation will immediately disqualify an applicant.
5. Direct or indirect canvassing for preferential treatment will result in automatic disqualification of the affected applicant.
6. The successful candidate will be expected to sign an employment and a performance agreement and complete the disclosure of financial interest.

Enquiries on the above should be directed to Human Resources Section at 015 534 6123 / 6148 / 6158.

CLOSING DATE FOR APPLICATIONS IS: **Monday 27 February 2017 at 16:00.**

TN TSHIWANAMBI
ACTING MUNICIPAL MANAGER

NOTICE NUMBER: 03/2017