



UMHLABUYALINGANA MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973
Tel: +27 35 592 0665 • +27 35 592 0680
Fax: + 27 35 592 0672

Umhlabuyalingana situated in R22 Main Road is an equal opportunity employer subscribing to Employment Equity Act hereby solicits suitably qualified individual to occupy for the following position:

Municipal Manager

5 Year Fixed Term Contract

Remuneration Package: Negotiable attractive remuneration package as per Local Government Municipal System Act and Regulations: (**Minimum Package** R852 706 **Mid-Point** R947 451 **Maximum** R1 042 196 Plus Performance Bonus Appointment and conditions of Employment of Senior Managers as well as 2016 Government Gazette number 40117 on the upper limits of total remuneration package payable to Municipal Managers and Managers accountable to Municipal Managers:

Requirements:

A recognised three year Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law. Minimum 5 years' experience at senior management level. Compliance with the MFMA: Minimum Competency Levels in unit standards as per Government Notice No. R493 of Gazette No. 29967 of 15 June 2007. A person who does not meet minimum competency levels in unit standards will be given an opportunity attain the minimum competency levels within 18 months from the date of appointment.

Competencies:

Leading competencies, Strategic direction and leadership, Programme and Project management, Financial management, Change leadership, Governance leadership. Service delivery management, Knowledge management, Problem solving and Analytical thinking, People and diversity management, Client orientation and customer focus, Communication, accountability and ethical conduct. **Knowledge** and understanding of relevant policy and legislation; Advanced understanding of institutional governance systems and performance management; Advanced understanding of council operations and delegation of powers; Good governance; Budget and finance management Audit and risk management establishment and functionality; Local government powers and functions, including assignment of national and provincial functions. **Skills** in Analytical thinking, Policy conceptualization and implementation, Conflict management, Risk and change management, Mediations skills, Diversity management, Strategic leadership and management, Project management, Governance, ethics and values.

Responsibilities:

Manage and control all financial functions of the Municipality, which includes, *inter alia*, the administration of the budget advising the municipal manger on the exercise of powers and duties assigned to the municipal manager in terms of the MFMA, assisting the accounting officer in the administration of the municipality's bank accounts and in the preparation and implementation of the municipality's budget, advising senior managers and other senior officials in the exercise of powers and duties assigned or delegated to them in terms of sections 78 or 79 of the MFMA, respectively, perform duties such as budgeting, accounting, analysis, financial reporting, cash management, debt management, Supply Chain Management, financial management as well as review other duties as may be delegated to him/her by the Accounting Officer in terms of section 79 of the MFMA, develop a medium tern financial framework within which Council can operate, provide framework for financial accountability and ensure it is applied effectively, manage and control the auxiliary support services so that there are efficient and effective financial systems in place.

NOTE

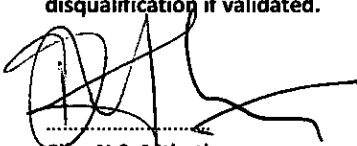
Qualification and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks including competency assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will be required to sign an employment contract before commencement of duty, a Performance Agreement and disclosure of financial interest within 60 days of appointment.

Written application must be submitted accompanied by Umhlabuyalingana application form available in municipality's main office and in the municipal website at www.umhlabuyalingana.gov.za. The form needs to be filled in completely and signed on the last page (in the event that the application is not completed properly, the application will be disqualified).

Application letter together with the application form, detailed CV and certified copies of all qualifications should be addressed to the Cllr. N.S. Mthethwa, Umhlabuyalingana Local Municipality, Private Bag x 901, Kwa-Ngwanase, 3973. (No faxes will be accepted). Applicants not contacted by the Municipality within **one month** after the closing of the

advertisement must consider their applications as unsuccessful. Late applications will not be considered. Closing: **Date: 15 September 2017. Enquiries: Miss. NVF Msane @ (035) 592 0680 during office hours between 08h00-16h00.**

The Umhlabuyalingana Local Municipality's recruitment and selection process is in terms of the Municipality's Employment Equity Plan. Canvassing of any form for the position within the municipality will result immediate disqualification if validated.



**Cnr. N.S. Mthethwa
Mayor**

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- **MISSION :** "Creating an enabling environment and sustainable development which promotes quality of life."
 - **VISION :** To be a people centered premier socio-economic development and Environmentally Friendly Service Delivery Municipality
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