



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Municipality is an equal opportunity employer and invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following position on a four years fixed-term performance-based contract, but not exceeding 1 year after the term of the current council who will be based at Head Office, Bultfontein:

MUNICIPAL MANAGER

[4 year fixed-term performance-based contract, not exceeding a period ending one year after the election of the next council of the municipality]

Total Remuneration Package: R1 046 220 [Minimum] R1 158 623 [Midpoint] R1 286 072 [Maximum]. Tswelopele Local Municipality is a Category 2 municipality in terms of the categorisation by Government Gazette 47538 of 18 November 2022 of which the current upper limit Total Remuneration Package is applicable. The pay scale will be determined by competence.

BENEFITS / CONDITIONS OF EMPLOYMENT: Remote allowance of 4% of the Total Remuneration Package in terms of Government Gazette 47538 of 18 November 2022.

Key requirements:

◆ An appropriate Bachelor's degree, preferably in Public administration, Political Science, Social Sciences, Law or equivalent ◆ A minimum of at least 8 years' work related experience of which 5 years must be at senior management level preferably in the local government sphere ◆ Practical knowledge of the local government environment or sound business experience in a commercial environment ◆ Computer literacy ◆ Valid driver's license.

Added Advantage

◆ A post graduate qualification in the relevant field will be a strong recommendation ◆ MFMP Certificate in terms of minimum competency level as per Government Gazette 29967 of 15 June 2007 ◆ Registration with a professional body will serve as strong motivation.

KNOWLEDGE:

◆ Advanced 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 ◆ Audit and risk management establishment and functionality ◆ Budget and finance management.

KEY COMPETENCIES:

Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000, Municipal Systems Amendment Act, 2022 and including but not limited to:

Form and develop an economical, effective, efficient, accountable and performance driven administration for the municipality ◆ Manage the municipality's administration in accordance with the provisions of the Systems Act and other legislation applicable to Local Government ◆ Administer the Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager ◆ Implement the municipality's IDP, and to monitor the progress with the implementation thereof ◆ Manage the provisions of services to communities, residents and ratepayers in a sustainable manner ◆ Control and manage the effective utilisation and training of staff ◆ Maintain discipline of staff ◆ Promote sound labour relations and compliance by the municipality to applicable labour legislation, conditions of service and collective agreements ◆ Advise the structures and functionaries of the municipality ◆ Manage the communication between the municipality's administration and its structures and functionaries ◆ Carry out the decisions of the structures and functionaries of the municipality ◆ Administer and implement the municipality's by-laws and policies ◆ Implement national and provincial legislation applicable to the Local Government ◆ Facilitate participation by communities, residents, ratepayers and other stakeholders in the affairs of the municipality • Approve

the use of council's facilities by members of the council in accordance with policy ♦ Develop the staff establishment within a policy framework determined by the Council ♦ Advise the executive committee, in accordance with the envisaged consultative process, on section 56 appointments ♦ Appoint staff below the level of section 56 Managers in accordance with the municipal recruitment policy ♦ Be responsible for all the income and expenditure of the municipality ♦ To be responsible for all assets and the discharge of all liabilities of the municipality ♦ Be responsible for proper and diligent compliance with the MFMA and other legislation ♦ Consider appeals from a person whose rights are affected by a decision taken under delegated authority of a staff member other than the Municipal Manager, provided that the decision by the Municipal Manager may not retract any rights that may have been accrued as a result of the original decision.

Submission of Applications: Applicants must use Annexure C [Application form] of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers available at the municipal offices or on the municipal website: www.tswelopele.gov.za. All applications must be on the prescribed application form and include a comprehensive CV with at least three contactable references and email addresses of the referees, originally certified copies of qualifications not be more than three months old. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority [SAQA] and to attach proof thereof, driver's license and identity document. Only SA citizens or permanent residents are eligible to apply. No Faxed or late applications will be considered. Applications not made on the prescribed application form will not be considered

Applications for this vacancy must be submitted and addressed to: The Mayor, Tswelopele Local Municipality, and hand delivered, delivered by courier at the municipal offices situated at Civic Centre, Bosman Street, Bultfontein, 9670 or by email to: applications.mm@tswelopele.org

Women and persons with disabilities are encouraged to apply.

The shortlisted candidates will be subjected to security vetting and reference check, the recommended candidate will be subjected to a competency based assessment over 2 days prior appointment, qualification verification. The successful candidate will be subjected to the signing of an Employment Contract prior to assumption of duty, and Annual Performance Agreement and Disclosure of Financial Interest form within 60 days of appointment and then annually thereafter within 30 days of the beginning of the financial year.

If you have not heard from us within 3 months of the closing date, please accept that your application was not successful.

The applicant therefore gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act.

The appointment will be made in compliance with the provisions of the Local Government: Municipal Systems Amendment Act, No.3 of 2022.

Council reserves the right to place and move candidates anywhere within the municipal jurisdiction as well as the right not to make any appointment to this position. Canvassing for appointment will automatically disqualify an applicant.

Further information / application forms are available from the Manager HR & Legal Services, Mr MN Makwetla, Tel 051 853 1111.

CLOSING DATE: Friday, 30 June 2023 at 12:00. (The advertisement should be for a minimum of 14 working days or a maximum of 30 working days from the date of publication)

KR PHUKUNTSI
MAYOR
11 June 2023