



Umuziwabantu Municipality


Private Bag X1023

HARDING 4680

Tel: 039 4333500 Fax: 039 4331208

VACANCY

DATE 03 JULY 2022 – 29 JULY 2022

Suitably qualified persons are hereby invited to apply for the following vacancy that will be filled in terms of the Local Government Municipal Systems Act and applicable Regulations on appointment of Senior Managers in Local Government, Employment Equity Plan and Employment Policy of the municipality. The Umuziwabantu Local Municipality subscribes to the National Equity Strategy and/or is committed to the achievement and maintenance of diversity and equity in employment, and therefore women and people with disability are encouraged to apply. 

OFFICE OF THE MUNICIPAL MANAGER	
POSITION	MUNICIPAL MANAGER
LENGTH OF EMPLOYMENT	FIVE - YEAR FIXED TERM CONTRACT
PLACE OF EMPLOYMENT	HARDING
ALL INCLUSIVE REMUNERATION PACKAGE	A minimum of R 1, 030, 759 /mid-point - R 1, 141, 500/maximum - R 1, 267, 066 p.a. in terms of Government Gazette No. 43122 of 20 March 2020 and/or pending the latest set of regulations.
ADVERTISEMENT PLATFORMS	National & Provincial News Papers and Municipal Website.
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> •Matric or equivalent certificate •A Bachelor degree (NQF Level 7) in Public Administration/Political Sciences/Social Sciences/ Law or relevant qualification • A minimum of five (5) years' relevant experience at a senior management level • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD/MFMP) or compliance with the minimum competency levels as prescribed by the Government Gazette no 29967 of 15 June 2007 • A proven record of successful institutional transformation within the public or private sector • A valid Code B driver's licence. •Willingness and ability to work over and above call of work and under pressure. • Registration with professional body and/ or any recognised relevant professional body will be an added advantage.
KNOWLEDGE	<ul style="list-style-type: none"> •Advanced knowledge and understanding of relevant policy and legislation • Advanced understanding of institutional governance systems and performance management • Advanced understanding of Council operations and the delegation of powers • Good governance • Audit and risk management establishment and functionality • Budget and finance management.
LEADING COMPETENCIES	<ul style="list-style-type: none"> • Strategic direction, visionary, and innovative leadership • People management • Program and project management • Strategic and Operational Financial management • Change management leadership • Governance leadership.
CORE COMPETENCIES	<ul style="list-style-type: none"> • Moral competence • Planning and organising • Analysis and innovation • Knowledge and information management • Communication • Results and quality focus.
OTHER COMPETENCIES	<p>The following competencies as described in the National Treasury Minimum Competency Framework for Accounting Officers are essential for the Municipal Manager position:</p> <ul style="list-style-type: none"> •Ability and commitment to develop a rural environment • Ethics and Values in Financial Management • Financial and Performance Reporting • Risk and Change Management • Project Management • Legislation, Policy, and Implementation • Stakeholder Relations • Supply Chain Management • Audit and Assurance • An action-driven innovative and result-orientated team player and far-sighted developmental strategist.
OTHER REQUIREMENTS	<p>Applications must be submitted in the employment application form for Senior Managers obtainable from our website: www.umuziwabantu.gov.za.</p> <ul style="list-style-type: none"> • Shortlisted applicants will, <ul style="list-style-type: none"> ○ be required to bring with original certificates (academic qualifications) when attending interviews, ○ be subjected to background screening (verification of qualifications, criminal record checks, and security vetting). Candidates with foreign qualification/s must submit a letter from SAQA stating the equivalence of qualification/s, and ○ undergo competency assessments in line with Regulation 16 of Gazette No. 37245, of 2014. • Successful Candidate will be required to: <ol style="list-style-type: none"> a) Sign an employment contract, a performance agreement and to disclose any financial interest documentation. b) Willingness and ability to work over and above call of work and under pressure.

KEY RESPONSIBILITIES

• Be the Head of Administration and the Accounting Officer • Be responsible for the overall management of the Municipality in order to ensure the efficient and effective provisioning of services, promoting of economic growth, facilitation of social and economic development and long term sustainability of the Municipality • Be able to transform the organization into becoming one that is developmentally focused, inform and develop an economical, effective, efficient and accountable administration • Operate in accordance with the Municipal Performance Management System • Be responsive to the needs of the local community • Manage the administration in accordance with the with applicable National, Provincial legislation and local laws • Implement an Integrated Development Plan and monitor its progress • Manage the utilization and training of staff, maintain staff discipline and promote sound labour relations and applicable compliance with labour legislation and the SALGBC collective agreements & directives • Advise political structures and office-bearers, manage communication between them and administer and carry out their decisions • Administer and implement by-laws and other legislation. • Exercise powers and perform duties delegated to the Municipal Manager by Council or delegating authority • Render maximum support to the Office of the Mayor, Speaker, Council Whip and also perform other functions assigned by the Council.

CLOSING DATE: 29 July 2022 at 15h00.

All ENQUIRIES should be directed to: The Mayor of Umuziwabantu Local Municipality, on tel. (039) 433 3500/02 or the Director: Corporate Services (039 - 433 3500/15), or dcoprspa@umuziwabantu.gov.za.

Please apply by filling in the employment application form for Senior Managers obtainable from our website: www.umuziwabantu.gov.za (not Z83 form). You must also send your Curriculum Vitae together with certified copies of your academic qualifications, Identity Document (ID) and Valid (Code B) Driving Licence to:

recruitment@umuziwabantu.gov.za (PDF document (CV) and scanned certified copies).

OR

Umuziwabantu Local Municipality
Private Bag X 1023
HARDING, 4680

FOR ATTENTION: THE DIRECTOR: CORPORATE SERVICES

OR

Submit your completed employment application form for Senior Managers, together with your CV and certified copies of your qualifications and ID document and valid (code B) driving licence by hand to;

Umuziwabantu Local Municipality
Corner of Turner and Murchison Street
HARDING, 4680.

NB: Failure to submit documents listed above will result in disqualification. The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidate could be found.

Transport and accommodation costs to and from Harding and/or the assessment centre, are not reimbursed by the municipality.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control. The Municipality reserves the right not to make any appointment in respect of the advertised post. Canvassing for this position will lead to an immediate disqualification of applications.

PLEASE NOTE: THAT NO FAXED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.



COUNCILLOR S. L. ZUNGU
HIS WORSHIP, THE MAYOR

Notice No.: of 2021/2022

We urge all employees, members of Council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Umuziwabantu Local Municipality's Mayoralty and Communication Unit.