

The Karoo Hoogland Local Municipality, with its head office in Williston and a B Municipality of the Namaqua District in the Northern Cape, invites applications from suitably qualified persons to fill the following vacant position within its establishment:

## **MUNICIPAL MANAGER**

### **(5 Years Contract Appointment)**

#### **Ref. No: HR 011/2022**

#### **Annual Total Remuneration Package:**

Minimum Remuneration Package	Midpoint Remuneration Package	Maximum Remuneration Package
R 1 007 596	R 1 103 450	R 1 213 795

- A Remoteness Allowance not exceeding 7% of the Total Annual Remuneration Package may also be paid.

#### **Terms and conditions of appointment:**

- A performance-based 5-year fixed term contract of employment, not exceeding one year after the next Local Government elections, to be negotiated, including signing of an employment contract and annual performance agreements in terms of Section 56 of the Municipal Systems Act and declaration of financial interests.

#### **Essential and Non-Negotiable Requirements:**

- A Bachelor Degree in Public Administration/ Political Science/ Social Science/ Law, or equivalent qualification which is registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits;
- Compliance with the minimum competency requirements for Senior Managers as laid down in Government Notice R493 dated 15 June 2007, as amended by Government Notice 1146 dated 26 October 2018;
- Minimum 5 years' relevant experience at a Senior Management level and have a proven institutional transformation record in the public or private sector;
- The required core competencies as stipulated in Annexures A and B of the Regulations on the Appointment and Conditions of Employment of Senior Managers as promulgated in Government Gazette 37245 dated 17 January 2014;
- Advanced knowledge and understanding of relevant policies and legislation;
- Advanced knowledge and understanding of institutional governance systems and performance management;
- Advanced understanding of council operations and delegation of powers;
- Proven track record of good governance, audit and risk management, budget and finance management;
- Ability to be an innovative and strategic leader;
- Excellent communication and facilitation skills in at least two of the official languages of the Northern Cape;
- A driver's license and own transport;
- No criminal record.

#### **Key Performance Areas (KPA's):**

- To carry out the duties of the Municipal Manager, as Head of the Administration, in accordance with the provisions of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), the Local Government: Municipal Finance Management Act and other applicable legislation;
- Provide corporate/ strategic and ethical leadership;
- Ensure allocation, management and optimisation of resources;
- To facilitate the development of systems/ strategies to deal with statutory responsibilities/ provisions in accordance with applicable legislation;
- To drive organisational performance and sustainability;
- To liaise with, consult and advise political office bearers;
- Set up systems and procedures to ensure adherence to organisational values;
- manage the Municipality and its finances in compliance with relevant legislation;
- Manage effective staff utilisation and promote healthy labour relations compliant with relevant labour legislation;
- To manage sound stakeholder relations and expectation management.

**To apply:**

Please forward your CV (**not more than 5 pages**), covering letter and details of at least three recent contactable references, together with the **prescribed KHM application form for senior managers** (fully completed) and **consent form** which is available on the website of the municipality: [www.karoohoogland.gov.za](http://www.karoohoogland.gov.za) for Attention of **The Mayor**, PO Box 165, Williston, 8920 or via e-mail: [recruitment@karoohoogland.gov.za](mailto:recruitment@karoohoogland.gov.za).

A certified copy of **your qualifications** must accompany your application. **For further details please phone the Manager: HR, Adv DM Malan at (053) 285 0998.**

**Closing date** for applications is at **12:00 on 10 January 2023 in line with Regulation 10(3)(k)**. Late applications will not be considered. Canvassing of Councillors for the purpose of being appointed is not permitted, and proof thereof will result in automatic disqualification.

**General:**

- The successful applicant will be signing an employment contract, performance agreement and disclosure of financial interest
- The Municipality reserves the right to not make an appointment
- Candidates must be willing to be subjected to an interview and evaluation process (over two days)
- Candidates invited for selection are responsible for their own travelling and accommodation costs
- Applicants must be willing to provide permission for qualifications, credit and criminal record verification on the consent form
- If you have not received feedback within 2 months of the closing date, please accept that your application was unsuccessful.

***Karoo Hoogland Municipality is an equal opportunity and affirmative action employer***