



KAROO HOOGLAND MUNICIPALITY

Karoo Hoogland Municipality, an amalgamation of Fraserburg, Sutherland and Williston, invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

DEPARTMENT: Office of the Municipal Manager

POST: Municipal Manager (MM01)

CENTRE: Williston, Northern Cape

Annual Total Remuneration Package:

⇒ Non Negotiable, Between R852 706 and R1 042 196 pa and NO Remote Allowance.

Term of Appointment:

⇒ 5 years Fixed Term Contract (not exceeding 1 year after the 2021 Local Government elections).

In order to meet the needs of the Karoo Hoogland Municipality, the successful applicant will conform to the following Minimum Qualifications / Requirements:

- ⇒ B Degree in Public Administration/Political Sciences/Social Sciences/Law, or equivalent at an acceptable institution;
- ⇒ Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) for Accounting Officers of municipalities as required by the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007;
- ⇒ If a newly appointed person is not in possession of this Competency, he/she must complete it within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No.40593;
- ⇒ A postgraduate qualification in the fields related to public administration will be an added advantage;
- ⇒ Valid driver's licence and NO criminal record.

Years of experience:

- ⇒ 5 years' relevant experience at a senior management level, and must have proven institutional transformation record in the public or private sector.

Core competencies:

- ⇒ As stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.
- ⇒ Advanced knowledge and understanding of relevant policy, legislation, institutional governance systems and performance management.
- ⇒ Advanced understanding of municipal 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.

- ⇒ Good facilitation and communication skills in at least two of the official languages of the Northern Cape.

The Municipal Manager, as Head of the Administration and Accounting Officer, will be responsible for the general performance of the organization and to manage and direct the administrative and operational aspects of the Municipality in order to achieve the strategic objectives of Council.

Duties/Responsibilities:

- ⇒ To comply with the functions of the Municipal Manager as prescribed in section 55 of the Municipal Systems Act, 32 of 2000;
- ⇒ Provide strategic and ethical leadership and management to achieve the vision of the municipality;
- ⇒ Development and management of an economically effective, accountable administration which is equipped to implement municipality's Integrated Development Plan, to operate in accordance with the Municipal Performance Management System and to understand the needs of the local community;
- ⇒ Responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation;
- ⇒ Management of the provision of services to the local community in a sustainable and equitable manner;
- ⇒ Appointment, training, discipline and effective utilisation of staff as well as promotion of sound labour relations;
- ⇒ Promotion of sound labour relations and compliance with applicable labour legislation;
- ⇒ Advise the political structures and political office-bearers, manage communications between political structures and political office-bearers of the municipality as well as carrying out their decisions;
- ⇒ Administration and implementation of the Municipality's by-laws and other legislation;
- ⇒ Exercise any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the Municipality;
- ⇒ Facilitate participation by the local community in the affairs of the Municipality;
- ⇒ Develop and maintain a system for the assessment of community satisfaction with municipal services;
- ⇒ Represent the municipality at provincial and national fora
- ⇒ The performance of any other function that may assigned by the Municipal Council and as Accounting Officer.

Please Note: No late, faxed or emailed applications will be considered. Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za, or on the Municipal Website – www.karoohoogland.gov.za (failure to do so will result in the candidate being disqualified). Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should disclose financial interest. Karoo Hoogland Municipality reserves the right not to make an appointment or to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation.

Candidates must please declare any disciplinary actions (finalised or pending), sanctions and reasons of dismissals in their Application Letter and Form. This must include, charge, date, employer and sanction). Candidates must attach to their application latest ITC Credit Report and Criminal Record Certificate (not older than 3 months). Fraudulent qualifications or documentation will immediately disqualify an applicant. Any information regarding the job description, requirements or salary erroneously typed, misprinted or omitted on this advert will not bind the municipality – in such cases the information as reflected on the approved job description will be applicable. Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant. Correspondence regarding the advertised position will be limited to shortlisted candidates. Do not send original documentation. No CV's or application documents will be returned to candidates for any reason.

If you meet the stated requirements, a detailed CV, certified copies of academic qualifications, Identity Document and Driver's License (certified copies must not be older than 3 months) should be addressed to **The Mayor, Karoo Hoogland Municipality, Private Bag X03, Williston, 8920** or hand delivered at **Mulder Street, HR Office, Karoo Hoogland Municipality, Williston, 8920**.

Enquiries: Mr. SJ Myburgh (Director: Financial Services) @ 053 391 3003 during office hours (07:45 – 16:45)

Closing Date: 12 June 2017, 12:00

If no communication has been received from us within three (3) months after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.

Notice Issued by: Cllr VC Wentzel, The Mayor