

Municipal Manager	
Reference Number	KZ245MM001
Occupational Category	Senior Management
Annual Remuneration Package	An all-inclusive annual remuneration package as per Government Notice 351 of Local Government Gazette 43112: Upper limit of total remuneration packages payable to Municipal Managers. An annual total remuneration inclusive package payable from Minimum: R1, 030, 759.00 Midpoint: R1, 141,500.00 Maximum: R1, 267,066.00
Term of Appointment	A five (5) year fixed term contract.
Years of Experience	5 years relevant experience at a senior management level. Have proven successful record in institutional transformation within public or private sector.
Key Requirements	<ul style="list-style-type: none"> • Must be a South African citizen. • Bachelor Degree in Public Administration/Political Sciences/Social Sciences/Law or equivalent coupled with senior managerial experience with extensive knowledge of local government, ability to communicate with people at all levels. • Compliance with all requirements as contained in the Municipal Regulations on Minimum Competency Levels as per Government Notice No. R493 Gazette No. 29967 of 15 June 2007 (as amended by the Municipal Amendment Regulations Notice No. 1146 of Government Gazette 41996 Minimum Competency Levels, 2018) • A Certificate in Municipal Finance Management Programme (MFMP) or Certificate Programme in Municipal Development is essential. If a newly appointed person is not in possession of this Competency, s/he must attain the minimum competency levels within 18 months from the date of appointment as per Notice No. 91 of Government Gazette 40593 of 2017, failure which the employment contract will terminate automatically within one month after the applicable period. • Valid Code EB Driver's Licence. • Must have no criminal record. • May not hold political office in a political party in either permanent, temporary or acting capacity. • Fluent in both IsiZulu and English • High level of integrity and honesty.
Knowledge and Skills	<ul style="list-style-type: none"> • Advanced knowledge and understand 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 and functionality; and • Budget and finance management. • Skilled in conflict resolution, problem solving and ability to be decisive. • Good interpersonal and communication (written and verbal) skills. • Sound knowledge and understanding of computer packages (MS Word, Excel, PowerPoint and Outlook).
Competencies	<p>The following competencies as described in Government Notice No. 21, Government Gazette No. 37245 of 2014 are essential:</p> <ul style="list-style-type: none"> • Leading competencies: Strategic direction and leadership, People management, Programme and Project management, financial management, Change leadership and Governance leadership. • Core competencies: Moral competence, Planning and organising, Analysis and Innovation, Knowledge and information management, Communication and Results and quality focus.

Key Performance Areas	Performance
	<ul style="list-style-type: none"> Assume the role of Accounting Officer as head of administration in terms of Section 55 of the Municipal Systems Act 32 of 2000 and other applicable legislation; Development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community, Ensure the development and implementation of strategies that will have a measurable impact on organisational productivity and financial performance, Management of the provision of services to the local community in a sustainable and equitable manner; Facilitate the participation of the local community in the affairs of the municipality, Develop and maintain a system to assess community satisfaction with municipal services, Ensure the sound management of all the income and expenditure of the municipality, All assets, the discharge of all liabilities of the municipality and proper diligent compliance with applicable municipal finance management legislation, Give advice to political structures and political office bearers of the municipality, setting sound communication with them and administering and carrying out their decisions, Develop an economically sustainable, developmental and performance-driven administration through: strategic leadership, allocating and optimizing financial, human & other resources ,driving organizational performance ,creating a participative, partnership culture among all stakeholders ,setting up strategic alliances ,developing systems & strategies to deal with statutory responsibilities ,actively developing staff by communicating performance standards and establishing effective monitoring mechanisms, ensure the implementation of the Integrated Development Plan, Ensure adherence to generally accepted Municipal Accounting and administrative practices and procedures and relevant Legislation and any other functions as delegated by Council.



UMVOTI MUNICIPALITY

Greytown is Head Office of the Umvoti Municipality and is situated 75 km north of Pietermaritzburg and about 125 km from the district municipality in Dundee.

Applications are invited from suitably qualified candidates to apply for the senior management position based at Umvoti Municipality in Greytown. The incumbent will provide strategic direction of the municipality.

The following will apply to all the above post

Submission of Applications: Applications should be submitted on Umvoti Municipality application form obtainable from the Municipality or at www.umvoti.gov.za and must be completed in full, failure which will result to disqualification. Originally certified copies of your identity document, license and qualifications not older than six (6) months, CV and particulars of at least three contactable work related references must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applicants.

Conditions for Appointment: The appointments will be made in compliance with Section 54A, 56 and 57 of the Local Government Municipal Systems 32 of 2000 read together with Local Government Performance Regulations, 2006 and Municipal Regulations on Minimum Competency Levels 2007 as amended, The successful candidate will have to undergo security vetting, criminal record checks, background screening; reference and previous employer checks, credit record check and qualification verification, competence assessment, be subject to the signing of Annual Performance Agreements, Signing of an Employment Contract and Disclosure of Financial Interest, A person to be appointed must have the competencies as set out in the Local Government Competency Framework for Senior Managers.

A Prescribed Application Form obtainable from Umvoti Municipality and its website, with a detailed CV, Originally Certified copies of documentation must be forwarded to **The Mayor, Umvoti Municipality, P.O. Box 71, Greytown, 3250** or Alternatively dropped in the **Applications Box at Greytown Town Hall, Proof of Residence Office, 41 Bell Street, Greytown, 3250** (opposite ABSA Bank) before the closing date.

Enquiries regarding the post of the Municipal Manager can be directed to the His Worship the Mayor: Cllr. GZ Malembe on 033-413 9111 and enquiries regarding the posts for senior managers can be directed to the Office of the Municipal Manager at 033-413 9101 during office hours.

NOTE: Applications not made on the official form will not be considered. Costs incurred for attending an interview and any relevant assessments will be for the candidate's own account.

- Umvoti Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatives through the process of affirmative action.
- Canvassing for appointment will automatically disqualify an applicant.
- Correspondence will only be entered with shortlisted candidates.
- The municipality will not take responsibility for information not mentioned in applications.
- **NO** late, faxed, emailed applications or applications on Z83 form will be accepted.
- The municipality will not be held responsible for lost applications unless proof of receipt by the municipality is produced.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- Foreign qualifications accredited by the South African Qualification Authority only will be considered.
- The municipality reserves the right not to make any appointment.

CLOSING DATE: 16 September 2022 at 12h00

Signed by

Cllr. GZ Malembe
Mayor

P O Box 71
Greytown
3250

Notice No. 4794

To be advertised in the Greytown Gazette, Isolezwe and the municipal website.