



An area of unfound diversity
Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 7130461

Website: www.xhariep.gov.za. Email address: martyr@xhariep.gov.za

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng and Mohokare. Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km south of Bloemfontein.

To this end, the Municipality seeks to fill the following vacant and strategic position:

MUNICIPAL MANAGER (5 YEARS FIXED TERM CONTRACT)

Remuneration: Offer of remuneration will be determined by competence in line with the guidelines as set out in Notice 613 published in the Government Gazette No.40118 of 4 July 2016. Grade 1 Municipality R852 706 Minimum Point – R1 042 196 Maximum Point which is total cost to employer.

Minimum Qualifications and Requirements:

- Bachelor's degree in Public Administration/ Political Science/ Social Sciences/ Law or equivalent. A postgraduate degree would be an added advantage.
- Compliance with the minimum competency levels as prescribed by the Government Gazette No. 29967 of 15 June 2007 is essential. Candidates who are not in possession of the minimum competency certificate will be given an opportunity to obtain such certificate within 18 months if appointed.
- A minimum of five (5) years' experience at senior management level, preferably in Local Government. Extensive experience in financial management, policy development and management, strategic planning and implementation, programme management, monitoring and evaluation, and reporting on service delivery. Valid driver's license.
- Extensive practical knowledge of legislation governing local government and other related legislation.
- Advanced understanding and experience in institutional governance systems and performance management (preferably in local government).
- Advanced understanding of Council operations and system of delegation of powers. Understanding of good governance practices, namely internal audit, risk management, etc.
- Experience in community facilitation and networking.

Personal attributes:

- Integrity, honesty, maturity and courtesy. Diplomacy and commitment to providing progressive democratic and accountable government.

- Strategist and excellent corporate planner. Excellent communication and motivational skills. Customer focused. Advanced negotiation skills. Analytical thinker. Diversity management skills.

Key performance areas:

- Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000.
- Implement the municipality's integrated development plan and monitor its progress in terms of implementation. Responsible for the formation and development of an economic, effective, efficient and accountable administration.
- Manage the municipality's administration in accordance with the Municipal Systems Act (MSA) and other applicable legislation. Manage the provision of services to the local community in a sustainable and equitable manner.
- Appoint staff other than those referred to in terms of section 56 of the MSA, subject to the Employment Equity Act 55 of 1998. Ensure effective utilization, training and discipline of staff. Provide sound and strategic advice to political structures and political office-bearers of the municipality.
- Manage communication between the municipality's administration and its political structures.
- Exercise any powers and duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality, to the Municipal Manager. Ensure the implementation of national and provincial legislation applicable to the municipality.
- Perform any other function that may be assigned by the Municipal Council.

NB: Shortlisted candidates will be subjected to competency assessments and security vetting. The successful candidate will be required to sign a fixed-term employment contract with the municipality as well be subjected to performance assessment through a signed annual performance agreement and must disclose his/her financial interests.

NB: Previously disadvantaged people are encouraged to apply for the vacant position.

Applications to be addressed to: The Executive Mayor, Cllr MJ Sehanka, Xhariep District Municipality, Private Bag X136, Trompsburg, 9913. **NB! No faxed or emailed applications will be accepted.** The Municipality reserves the right to reference check all short listed candidates and to verify their qualifications. Correspondence will be limited to short listed candidates only. Applicants who have not been contacted within thirty (30) days from closing date should consider their applications unsuccessful. All enquiries in this regard should be directed to: Mr Mbulelo Jafta, Manager Human Resource Management and Labour Relations Tel: **051 713 9300.**

CLOSING DATE: 19 May 2017



Cllr MJ Sehanka
Executive Mayor
Xhariep District Municipality
30 April 2017