



BA-PHALABORWA MUNICIPALITY

Ba-Phalaborwa Municipality, with its seat in Phalaborwa, invites applications from suitable, experienced and dynamic individuals for the following position:

Office of the Municipal Manager

Municipal Manager

**Total remuneration package: R930 409 (minimum), R1 069 436 (midpoint),
R1 208 463 (maximum) per annum (Ref. MM 5/3/51)**

This position is a 5-year term performance contract which is based in Ba-Phalaborwa main office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

Minimum competency requirements: • Bachelor's degree in Public Administration/Political Sciences/Social Sciences/Law, or equivalent • 5 years' relevant experience at senior management level • Proven successful institutional transformation within the public or private sector • Competent in the unit standards prescribed for financial and supply chain management competency areas in terms of Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency levels • Driver's licence • Computer literacy • Preparedness to be subjected to competency assessment • Preparedness to be subjected to security clearance.

Knowledge: • Advanced knowledge and understanding of 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 establishment and functionality • Budget and finance management.

Competency framework: • *Core managerial competencies* in terms of the Local Government Municipal Systems Act (competency framework for senior managers) as well as the Municipal Performance Regulations, ie strategic capability and leadership, people management, programme and project management, financial management, change leadership and governance leadership • *Core occupational competencies* in terms of the Local Government Municipal Systems Act (competency framework for senior manager) and the Municipal Performance Regulations, ie moral competence, planning and organising, analysing and innovation, knowledge and information management, communication, result and quality focus.

Key performance areas: • As head of administration, be responsible and accountable for the formation and development of an economical, effective, efficient and accountable administration • Manage the Municipality's administration in accordance with the Municipal Systems Act and other legislation applicable to the Municipality • Implement the Municipality's integrated development plan and monitor progress with implementation of the plan • Manage the provision of services to the local community in a sustainable and equitable manner • Manage effective utilisation and training of staff as well as the maintenance of discipline of staff • Promote sound labour relations and compliance with the Municipality with applicable labour legislation • Advise the political structures and political office bearers of the Municipality • Manage communications between the Municipality's administration and its political structures and political office bearers • Carry out the decisions of the political structures and political office bearers of the Municipality • Administer and implement the Municipality's by-laws and other legislation • Exercise any powers and the performance of any duties delegated by the municipal council, or sub-delegated by other delegating authorities of the Municipality • Facilitate participation by the local community in the affairs of the Municipality • Develop and maintain a system whereby community satisfaction with municipal services is assessed • Implement the national and provincial legislation applicable to the Municipality • As accounting officer of the Municipality, be responsible and accountable for all income and expenditure of the Municipality • Be responsible for assets and the discharge of all liabilities of the Municipality as well as proper and diligent compliance with the Municipal Finance Management Act.

NB: Candidates applying for the position of Municipal Manager must disclose their academic qualification, proven experience and competencies, contact references, full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalised instituted against them from the current or previous employer.

An application for this position must be submitted on an official application form, which could be downloaded from Ba-Phalaborwa website at www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa Municipality, accompanied by a detailed Curriculum Vitae. Applications should be forwarded to the Acting Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390 or hand delivered to Office No H29, Human Resource Division, for the attention Ms SS Mokoena.

Enquiries on this position should be directed to Ms SS Mokoena at (015) 780-6335.

No application for the Municipal Manager's position will be considered if not submitted on the official application form.

No faxed applications will be accepted. Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

Closing date: 26 January 2017