



# BA-PHALABORWA MUNICIPALITY

BA-PHALABORWA MUNICIPALITY WITH ITS SEAT IN PHALABORWA, INVITES APPLICATIONS FROM SUITABLY, EXPERIENCED AND DYNAMIC INDIVIDUALS FOR THE FOLLOWING POSITION.

## 1 OFFICE OF THE MUNICIPAL MANAGER

### 1.1 MUNICIPAL MANAGER

REF MM 5/3/51

**TOTAL REMUNERATION PACKAGE: R1 067 587 (Minimum)  
R1 227 113 (Midpoint) R1 386 637 (Maximum)**

This position is a five 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

- Grade 12 certificate
- Bachelor degree in Public Administration/Political sciences/ Social Sciences/ Law, or equivalent
- Five (5) years relevant experience at senior management level
- Have proven successful institutional transformation within 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 will be an added advantage.
- A valid driver's license
- 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

- Leading competencies in terms of the Local Government Municipal systems Act (competency framework for senior managers) as well as the Municipal performance regulations i.e. Strategic direction and leadership, People management, Program and Project Management, Financial management, Change leadership and governance leadership.
- Core competencies in terms of the Local Government Municipal Systems Act (competency framework for senior manager) and the Municipal performance regulations i.e. Moral competence, Planning and organizing, analysing and innovation, knowledge and information management, communication, result and quality focus.
- Financial and Supply Chain Management Competency Areas as per the Required Minimum Competency Level in Unit standards: Strategic leadership and management, Strategic Financial management, operational financial management, Governance, ethics and values in Financial Management, Financial and performance reporting, Risk and change management, project management, Legislation, policy and implementation, stakeholder relations, Supply chain management and audit and assurance.


#### KEY PERFORMANCE AREAS

- As head of administration the Municipal Manager will 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 the monitoring of 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 by 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 the Municipal Manager is responsible and accountable for all income and expenditure of the municipality;
- 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.**

**An application for this position must be submitted on an official application form which could be downloaded from Ba-Phalaborwa website: [www.ba-phalaborwa.gov.za](http://www.ba-phalaborwa.gov.za) or collected from Ba-Phalaborwa Municipality and accompanied by a detailed curriculum vitae. The same 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 attention Ms Mokoena SS.**

**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. We welcome applications from persons with disabilities** 

**Enquiries on this position should be directed to Ms Mokoena SS @ 015 780 6335**

**CLOSING DATE 28 JANUARY 2022**