



**Ba-PHALABORWA
Municipality**

BA-PHALABORWA LOCAL MUNICIPALITY WITH ITS SEAT IN PHALABORWA INVITES APPLICATIONS FROM SUITABLE QUALIFIED CANDIDATES, EXPERIENCED AND DYNAMIC INDIVIDUALS IN THE FILLING OF THE FOLLOWING POSITION. THE MUNICIPALITY INTENDS TO PROMOTE REPRESENTATION IN TERMS OF RACE, GENDER AND DISABILITY.

OFFICE OF THE MUNICIPAL MANAGER MUNICIPAL MANAGER (RE-ADVERT)

REFERENCE NO: MM/01/05/2025
TOTAL REMUNERATION PACKAGE
R 1 152 941 (MINIMUM)
R 1 325 220 (MIDPOINT)
R 1 497 499 (MAXIMUM)

This is a fixed-term employment contract for (5) years aligned to the current Council and not exceeding a period ending one (1) year after the election of the next Council of the Municipality. The position is based in the Ba-Phalaborwa Local Municipality's main offices at Corner Nelson Mandela Drive and Selati Road. The incumbent will be expected to sign an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting processes.

MINIMUM COMPETENCY REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree in Public Administration/Political Science/Social Sciences/Law, or equivalent
- Two (02) 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.
- Extensive knowledge of local Government legislative environment is essential as well as financial management; people management; service delivery focus and strategic management; sound financial management and the ability to negotiate.
- An action driven innovative team-player and far-sighted development strategist.
- The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel & MS Power Point)
- Good interpersonal relations and effective communications skills are recommended.
- Policy conceptualization and implementation; strategic planning and implementation; Programmes management; Monitoring, evaluation and reporting on service delivery; Risk and change management; Demonstrable knowledge on Local Government and related legislation; Knowledge and application of performance management systems and its regulations.
- Mediation skills, diversity management; Extensive experience in community facilitation and networking; Governance, ethics, and values.
- Municipal Staff Regulations on Minimum Competency levels will be an added advantage
- A valid driver's license
- 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
- Knowledge of competencies in terms of the Local Government Competency Framework for Senior Managers

COMPETENCY FRAMEWORK

- Leading competencies in term 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 Governance Municipal Systems Act (competencies 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, 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 communities 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.
- 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 an 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

Candidates applying for the position of Municipal Manager must disclose their academic qualifications, proven experience, competencies and contact references. Those who previously applied for the position must re-submit their applications.

PLEASE NOTE: The Municipality does not accept faxed or emailed applications. Furthermore, applications submitted after the closing date will not be accepted. Applications submitted in a Z83 form will not be considered.

An application for this position must be submitted on an official application form which can be downloaded from Ba-Phalaborwa Local Municipality website (<http://www.phalaborwa.gov.za>) accompanied by a detailed CV, Certified ID Copy, Qualifications and a Valid Driver's License should be forwarded to the Human Resources Division at Ba-Phalaborwa Local Municipality, Private Bag x01020, **PHALABORWA**, 1390 or hand delivered to Office No. H19. Enquiries can be directed to the Human Resources Division for the attention of Mrs. Mashele YK, Mr. Rikhotso BB or Ms. Mahlabela A at 015 780 6324/6333/6316 respectively.

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvases to any Councilor and/or Senior official for preference will be disqualified immediately from selection or any appointment. Short-listed applications will be screened for criminal records and/or pending criminal cases and their qualifications will be verified.

Ba-Phalaborwa Local Municipality subscribes to principles of equal employment and affirmative action. We welcome applications from people with disabilities.



CLOSING DATE: 03 JUNE 2025

**MS. MPHACHOE ME
ACTING MUNICIPAL MANAGER**

SW_01219

SW

Please check and email signed copy

Name:

Size: 32x5

Company:

Signature:

Cost:

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