

SWELLENDAM MUNICIPALITY

VACANCY : MUNICIPAL MANAGER

(Commencing on 1 November 2022) (5 YEAR FIXED-TERM CONTRACT)

The total remuneration package applicable to a Category 2 Municipality per annum is offered. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers)

Salary: R1 030 759,00 (minimum) R1 141 500,00 (midpoint) R1 267 066,00 (maximum)

Remote Allowance: 4% of Total Annual Remuneration Package

If you comply with the minimum requirements, possess the necessary integrity, good interpersonal skills and an excellent track record, you are invited to apply for this vacancy.

As the Accounting Officer and Head of Administration, the incumbent will assume overall responsibility for the Strategic Direction and Leadership of the Municipality.

Minimum Requirements • A Bachelor Degree in Public Administration/ Political Science/ Social Science/ Law, or equivalent qualification which is registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits. • Compliance with the minimum competency requirements for Senior Managers as laid down in Government Notice R493 dated 15 June 2007, as amended by Government Notice 1146 dated 26 October 2018 • Minimum 5 years' relevant experience at a Senior Management level and have a proven institutional transformation record in the public or private sector • The required core competencies as stipulated in Annexures A and B of the Regulations on the Appointment and Conditions of Employment of Senior Managers as promulgated in Government Gazette 37245 dated 17 January 2014 • Advanced knowledge and understanding of relevant policies and legislation • Advanced knowledge and understanding of institutional governance systems and performance management. • Advanced understanding of council operations and delegation of powers. • Proven track record of good governance, audit and risk management, budget and finance management • Ability to be an innovative and strategic leader • Excellent communication and facilitation skills in at least two of the three official languages of the Western Cape • A driver's license and own transport • No criminal record.

Terms and conditions of appointment: A performance-based 5-year fixed term contract of employment, not exceeding one year after the next Local Government elections.

Key Performance Areas: • To carry out the duties of the Municipal Manager, as Head of the Administration, in accordance with the provisions of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), the Local Government: Municipal Finance Management Act and other applicable legislation • Provide corporate/ strategic leadership • Ensure allocation, management and optimisation of resources • To facilitate the development of systems/ strategies to deal with statutory responsibilities/ provisions in accordance with applicable legislation • To drive organisational performance and sustainability • To liaise with, consult and advise political office bearers • Set up systems and procedures to ensure adherence to organisational values • manage the Municipality and its finances in compliance with relevant legislation • Manage effective staff utilisation and promote healthy labour relations compliant with relevant labour legislation • To manage sound stakeholder relations and expectation management.

Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted and their qualifications, credit, and criminal records will be verified.

Please forward a comprehensive CV, covering letter and details of at least three recent contactable references, together with a fully completed prescribed application form (available on the municipal website) as provided in Regulation 11(1) of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers Gazette No. 37245 to :

- **Swellendam Municipality**
Attention: Manager Human Resources
6 Rhenius Street / PO Box 20
SWELLENDAM, 6740 (marked : Application – Municipal Manager : HR 5/2022)

A certified copy of **only your highest qualification** must accompany your application. No copies of other qualifications must be included at this stage. For further details please contact the Executive Mayor: Councillor Francois du Rand on telephone (028) 514 8500.

Should you have any enquiries or need any assistance, please contact mrs Audrey Beyers (HR) on telephone 028-514 8500 during office hours or via e-mail to audrey@swellenmun.co.za

CLOSING DATE: TUESDAY, 26 APRIL 2022 at 17:00 in line with Regulation 10(3)(k).

PLEASE NOTE:

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
3. **No late applications will be accepted or considered.** Canvassing with Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Please quote notice number as reference.
5. Appointment is subjected to the signing of an employment contract, performance agreement and disclosure of financial interest in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.
6. Candidates invited for selection are responsible for their own travelling and accommodation costs.

Correspondence will be limited to shortlisted candidates only. If you do not receive a response within 3 (three) months from the closing date, please accept that your application was unsuccessful. Swellendam Municipality is an equal opportunity employer and the Municipality reserves the right not to make any appointment.

(Notice: HR 05/2022)