

SWELLENDAM MUNICIPALITY
VACANCY – MANAGER GOVERNANCE, COMPLIANCE & LEGAL SERVICES
3-MONTH CONTRACT POSITION

Salary scale T16 : R619 152 – R803 688 per annum (NO fringe benefits)
(please note that the salary scale is currently under TASK-evaluation)

Requirements:

- A LLB-degree (NQF level 7) OR similar law degree;
- 8 years or more relevant middle-management experience in a legal- and governance related field, preferably in a local government sector;
- Computer literacy (MS Office);
- Valid Code B driver's license.

Duties of the post:

- As per the attached document.

Enquiries relating to the content (duties) of the post can be directed to Mrs Anneleen Vorster, Municipal Manager, at telephone number (028) 514 8500.

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL relevant** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) **contactable** references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Monday, 17 March 2025 at 17:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbrak and Barrydale. **NO** applications by fax will be accepted and **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality
HR Office - 6 Rhenius Street/ (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

A. VORSTER
MUNICIPAL MANAGER

(Notice HR 07/2025)

1.	MANAGEMENT FUNCTIONS
1.1	<p>OPERATIONAL FORWARD PLANNING AND STRATEGY ALIGNMENT</p> <p>Identifies, defines and implements the immediate, short and long term strategic objectives and plans associated with IDP/PMS/RISK/Legal services by :</p> <ul style="list-style-type: none"> • Keeping abreast with developments associated with service delivery and economic development strategies by conducting research into best practices and determining the appropriateness of specific legislative requirements, policies and/or procedures for implementation. • Analyzing and aligning strategic requirements with operating capacity and capability. • Evaluating and commenting on the applicability of specific operational key performance indicators and measures against outcomes detailed in the municipality's integrated development plan and/or strategic plans (SDBIP, Risk, legal Implementation Strategy, etc.) • Compiling and presenting a conceptual framework of current and future interventions necessary to support core service delivery functions and/or to achieve acceptable operational levels and standards of service delivery for consideration and inclusion into the municipality's integrated development plan and/or strategic performance and service delivery plans, containing accurate information and/ or projects. • Planning activities of Division to ensure the timeous review of the IDP/PMS/Risk/Legal/ SDBIP by managing and monitoring all relevant processes. • Managing and coordinating the development and implementation of the IDP/PMS/SDBIP/Risk/Legal processes by ensuring the integration of the Budget in terms of the Municipal Finance Management Act and Systems Act, following the annual IDP Review processes through conducting workshops and working group/team sessions with Management, Councillors and the community. <p>In order to ensure that critical performance indicators are identified and specific measures established to enable and guide the municipality to plan, manage and/or prioritize strategic operational outcomes accordingly.</p>
1.2	<p>INTEGRATED DEVELOPMENT PLAN DEVELOPMENT</p> <p>Manage, control and drive the development, revision and implementation of the Integrated Development; by</p> <ul style="list-style-type: none"> • Manage the planning process undertaken by the municipality to ensure alignment with the development plans and strategies of other affected Municipalities and other organs of state to give effect to the principles of co-operative government contained in section 41 of the Constitution. • Ensuring that the municipality participates in the National and provincial development programmers as required in the Constitution. • Establish IDP forum which supports the review and development of the IDP. • Manage the development of the IDP Process Plan to inform stakeholders of guidelines and steps that will be followed in developing the IDP. • Manage the development of the IDP framework. • Manage the development of a compliance management framework • Manage compliance of IDP processes with regard to statutory requirements. • Ensure that a process plan is developed for development of IDP for adoption by Council • Manage and facilitate public participation sessions with communities and sectoral departments. • Manage the process to ensure that a draft IDP is developed by March each year. • Manage the process to ensure that a final IDP is developed by June each year. • Manage the process to ensure that Council adopts the IDP. • Manage the process to ensure that the recommendations received from Provincial Government during the IDP review process is attended to.

	<ul style="list-style-type: none"> • Manage the process to ensure that the adopted or amended IDP are submitted to the MEC for local government within the prescribed period as indicated in the Systems Act. • Manage the process to ensure that that a quarterly reports are generated on compliance management to the municipal manager and manage to coordination of the production of statutory ropers as directed by the Municipal Manger. • Manage and oversee the development of the process to ensure that Annual Report is timeously drafted and approved by the Council together with the Oversight Report. <p>In order to ensure compliance with legislation and effective management of the IDP processes as prescribes by the Municipal Systems Act.</p>
<p>1.3</p>	<p>PERFORMANCE MANAGEMENT</p> <p>Manage, control and drive the development processes, planning and implementation of the institutional performance management system, including Service Delivery Budget reporting , by</p> <ul style="list-style-type: none"> • Establishing a mechanism to monitor and review municipal performance in compliance with the System Act. • Developing and maintaining an up to date performance management system, policy and framework in compliance with the Municipal System Act. • Ensure the generation of SDBIP's and appropriate key performance indicators that comply with SMART principles and legislative guidelines. • Ensure the compliance with regular monitoring and reporting of the SDBIP's and performance indicators and that corrective action is taken with regard to nonconformance or nonperformance. • Ensure the generation of SDBIP and performance reports. • Manage the reporting processes to the relevant stakeholders on Municipal performance as indicated in the Systems Act. • Manage the section 57 and 56 employee's performance management process and assist the Municipal Manager and Mayor with the process and scheduling of performance assessments. • Attending to any additional task as requested the by Municipal Manager. <p>In order to ensure compliance with legislation and effective management of the Municipal performance management system processes as prescribes by the Municipal Systems Act.</p>
<p>1.4</p>	<p>ANNUAL REPORT PRODUCTION</p> <p>Manage the production of the municipal Annual Report in compliance with the MFMA, by</p> <ul style="list-style-type: none"> • Ensuring that information is collated as subscribed by National Treasury. • Manage the development process of the Annual Report. • Ensuring that the Annual Report is tabled at council for approval. • Ensuring that the Annual Report is advertised in compliance with prescribed regulations. <p>To order to ensure that the Annual Report process complies with statutory requirements.</p>
<p>1.5</p>	<p>LEGAL ADVISORY SERVICES</p> <ul style="list-style-type: none"> • Manage, control, and provide legal guidance and advice to complex legal issues to enable the Municipality to operate within its relevant legal parameters. • Provide comprehensive legal advisory services to Directorates and the structures of Council. • Manage the drafting / reviewing of by-laws, policies, monitor changes to legislation and scrutinizing new legislation relevant to local government and providing comments thereon to relevant stakeholders.

	<ul style="list-style-type: none"> • Manage the work performance in the division to ensure effective and efficient legal support services (drafting of legal opinions, by-laws, alignment with policies, procedures, guidelines and activities). • Ensure legal and regulatory compliance by the Municipality with regards to the performance of its functions and exercising of its powers, reviewing relevant reports/items submitted to the Council and conducting research to ensure that reports/items are compliant with laws, rules, codes, standards, and delegations. • Ensure oversight and compliance with Corporate Governance principles. • Manage contracts relating to Legal Services division. • Manage litigious matters to protect the interest of the Municipality. • Monitor and evaluate the performance of external legal representatives. • Review, amend and provide input on the Delegation of Powers to Council. • Review, amend and submit the Rules of Order to Council. • Attend Council, Mayco and Committee meetings to render legal advice as and when required. • Provide legal input and guidance to Council on all matters tabled at Council, for decision making. <p>To ensure that key legal services responsibilities are managed, appropriate procedures developed and implemented to guide and direct compliance within local government legislative frameworks and that timeous, quality legal advice is supplied to ensure that decision making in the Municipality is legally compliant.</p>
<p>1.6</p>	<p>LITIGATION</p> <ul style="list-style-type: none"> • Manage the service of legal documents on the municipality. • Establishing systems and procedures to effectively manage litigation. • Actively partake in litigation where required • Review and render input on draft pleadings. • Soliciting Council services where required. • Disseminating work to and liaise with external legal practitioners. <p>To ensure a high standard of Council presentation on legal matters and to ensure efficient litigation.</p>
<p>1.7</p>	<p>CONTRACT MANAGEMENT AND PROJECT ADMINISTRATION</p> <ul style="list-style-type: none"> • Manage and oversee the contracts relevant to the division. • Draft, amend, and render high-level inputs and comments on all contracts and Services Level Agreements of the organisation. • Negotiate complex terms and conditions of contracts and service level agreements on a high level • Responsible to compile, implement, and manage the tender for the rendering of professional legal services, ensure that payment requests are in line with contractual obligations. <p>To ensure that contractual terms and conditions are adhered to without any risk to Council.</p>
<p>1.8</p>	<p>LEGAL INFORMATION RESOURCES</p> <ul style="list-style-type: none"> • Manage access to electronic legal resources. • Establish and manage a body of legal precedents for future reference, • Manage the Municipal Code as required in terms of Section 15 of the Municipal Systems Act. • Acquiring updated legislation, case law and legal publications. • Manage the dissemination of legal information to appropriate staff and Councillors <p>To ensure the availability of legal information in Council.</p>

<p>1.9</p>	<p>LEGAL AND STATUTORY COMPLIANCE</p> <ul style="list-style-type: none"> • Manage and oversee statutory compliance. • Manage the implementation and adherence to Health and Safety Act and regulations • Manage and review the compilation of risk analysis of the division and report to the Director in terms of Occupational Health and Safety Act. • Ensure investigation of accidents and incidents in the workplace. • Oversight over divisional infrastructure and equipment to ensure adherence to legislation. • Coordinate section 62 (Municipal Systems Act) appeals and Supply Chain Management Regulations objections upon instruction from the Accounting Officer. • Receive and manage internal appeals in respect of matters in the decision. • Provide input on matters relating to PAIA, PAJA and POPIA. <p>To ensure statutory compliance with Local Government Legislation, Promotion of Access to Information Act, and other relevant legislation.</p>
<p>1.10</p>	<p>RISK MANAGEMENT</p> <ul style="list-style-type: none"> • To direct the development, establishment, implementation and maintain Enterprise Risk Management for the Municipality. • To direct the development, establishment, implementation and maintenance of Fraud Risk Management in the Municipality. • Assess and promote an ethical climate and good governance within the Municipality. • The establishment and implementation of a framework that guides management on the way its business continuity plans and processes must be structured. • Manage interactions with Management, support functions, regulatory bodies, oversight structures and other internal/external assurance functions for the municipality. • Strategically leading the risk management function to achieve the desired goals and objectives through identifying and defining the immediate, short and long term objectives/plans. • Create and disseminate risk measurements and reports for oversight deliberations and decision-making. • Be accountable for risk management practices by providing direction and guidance. • Build and expand on short-, medium- and long-term relationships that align and support the department as well as organisational objectives. • Streamlining and reducing the processes with the municipality that creates red tape.
<p>2.</p>	<p>GENERAL FUNCTIONS</p>
<p>2.1</p>	<p>FINANCIAL CONTROL AND RISK MANAGEMENT</p> <p>Prepares capital and operating estimates and controls expenditure against the approved budget allocations for the department, by</p> <ul style="list-style-type: none"> • Preparing the yearly departmental budget and presents to the Executive Manager Finance for inclusion in the Municipal Budget. • Manages the departmental budget. • Seeking Funding through various sources. • Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period. • Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel. • Develop budget estimates and manage the approved capital and operating budgets of the department. • Ensure coordinated, efficient use of manpower, assets, and equipment.

	<ul style="list-style-type: none"> • Access additional funding such as grants, loans, and sale of services. • Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure. • Approving of relevant requisitions for submission to SCM. <p>In order to ensure accurate estimates are prepared in relation to requirements enabling the department to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery.</p>
<p>2.2</p>	<p>IMPLEMENTATION OF PROCEDURES, MONITORING AND REPORTING.</p> <p>Manage and coordinates tasks / activities associated with the implementation of procedures and, monitoring and reporting on sequences/outcomes, by</p> <ul style="list-style-type: none"> • Ensuring the finalization of investigative reports, and forwards to the municipal manager for perusal and outcomes. • Manage and coordinating the completion of statutory information and questionnaires as requested from governmental institutions and ensure timeous submission. <p>In order to ensure laid down procedures and guidelines associated with the operations of the area are implemented, deviations promptly attended to and corrected to enable compliance with statutory and regulatory requirement.</p>
<p>2.3</p>	<p>PRODUCTIVITY / PERFORMANCE AND PERSONNEL MANAGEMENT:</p> <p>Directs and controls outcomes associated with utilisation, productivity and performance of personnel within the division, by</p> <ul style="list-style-type: none"> • Defining / adjusting and monitoring the key performance indicators and job descriptions. • Ensure the development and monitoring of the WSP for staff within the division. • Managing staff attendance, absenteeism, overtime and leave in alignment with Municipal Policy. • Participating in the induction programme, providing "one the job" training for new recruits in the division. • Daily planning of tasks that needs to be addressed by the department. • Delegating tasks to staff and ensure that the tasks are completed successfully within time and budget. • Analyzing challenges and solutions and give advice on possible solutions. • Implement corrective action where and when applicable. • Implement Human Resources policies and procedures to control / regulate workplace conflict and / or instituting corrective measures using consultation processes to address deviation from standards (e.g. Disciplinary Code) • Defining / adjusting job descriptions. • Identifying technical/ non-technical skills gap within the Department and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities. • Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training and/ or the need for changes to plans. • Participating in the recruitment and selection process for new recruits. • Analyzing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time due to accidents and/ or incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs. <p>In order to ensure a climate conducive to promoting and sustaining motivational levels and productivity in order to enabling the department to meet its service delivery objectives.</p>