



THABAZIMBI MUNICIPALITY

PRIVATE BAG X530
THABAZIMBI
0380

014 777 1525
014 777 1531 (FAX)

Thabazimbi Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable, qualified and experienced persons for appointment to the under mentioned post.. **All applicants who applied for this position before must also re-apply.**

RE-ADVERTISEMENT

JOB TITLE: MUNICIPAL MANAGER

(FIXED TERM CONTRACT)

TERM OF APPOINTMENT: The incumbent will be appointed on a five year fixed term contract

PLACE TO BE STATIONED: The incumbent will be stationed within the jurisdiction of the Thabazimbi Municipality at the municipal offices designated by the municipal Council.

ANNUAL TOTAL REMUNERATION PACKAGE: Minimum: R930 409; Midpoint: R1 069 436; or Maximum: R1 208 463 inclusive package in line with the Upper Limits as per Government Gazette No 40117 dated 1 July 2016

MINIMUM COMPETENCY REQUIREMENTS OF THE POST: A Bachelor's degree in Public Administration/Political Science/Social Science/Law or equivalent. A post graduate degree will be an added advantage

- A minimum of 5 years' experience at Senior Management level and
- Have a proven successful institutional transformation within public or private sector
- Advanced knowledge and understanding of relevant policies and legislation
- Advanced knowledge and understanding of Council operations and delegation of powers
- Knowledge of good governance
- Knowledge of Audit and Risk management establishment and functionality
- Knowledge of budget and financial management
- Strong leadership and people management skills
- Proven ability to communicate and negotiate at all levels of Government
- A high level of computer literacy for the role
- A valid South African motor vehicle Driver's License
- Well-developed interpersonal skills and a high level of professional ethics and integrity
- **Previous experience as a Municipal Manager will be an added advantage.**

KEY PERFORMANCE AREAS / CORE FUNCTIONS:

Strategic leadership and management

- Provide a direct vision of the institution and deploy on others to deliver on strategic mandate
- Be able to contribute to service delivery systems of a complex nature and manage the achievement of the municipal strategies and goals
- Be able to formulate and influence short, medium and long term service delivery plans to deliver on municipal strategies and goals
- Be able to provide strategic leadership to the senior management team
- Be able to develop and maintain strategic alliances with various stakeholders

Strategic Financial Management

- Be able to guide management of an effective, economic, and efficient finance function supported by effective financial management policies and practices
- Be able to forecast revenue and expenditure and assess the impact thereof on a municipality's financial position and performance

Operational Financial Management

- Be able to commission and operate financial systems
- Maintain sufficient working capital (cash flow/short term liquidity) to meet the needs of the municipality
- Manage the budget preparations and implementation processes and provide technical expertise in this regard

Governance, ethics and values in financial management

- Support and implement good governance within the area of responsibility

Financial and performance Reporting

- Implement and manage the financial reporting process of the municipality
- Implement and manage the performance reporting process of the municipality

Risk and Change Management

- Be able to understand risk and guide the management of risk for the municipality within the area of responsibility
- Guide the management of change of the municipality within the area of responsibility

Project Management

- Be able to provide direction and guide project management within the area of responsibility

Legislation and Policy Implementation

- Support and contribute to the formulation of policies and by laws by the municipal council
- Implement, manage, and oversee the implementation of legislation and policy within the area of responsibility

Stakeholder Relations

- Within the area of responsibility be able to guide, establish and maintain appropriate stakeholder relations

Supply Chain Management

- Manage and oversee a fair, equitable, transparent, competitive and cost effective supply chain management function

Audit and Assurance

- Be able to support the audit process in order to obtain the optimum level of assurance from the Auditor-General of South Africa

SIGNING OF EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF FINANCIAL INTERESTS: The appointed candidate will be expected to sign an Employment Contract, a Performance Agreement and a disclosure of financial interests within stipulated periods.

SECURITY VETTING AND COMPETENCY ASSESSMENT: Suitable candidates will be subjected to personnel suitability check (security vetting, criminal record, citizenship, credit record, qualifications verification and employment verification). Recommended candidates will be subjected to a competency assessment.

CLOSING DATE: 04 APRIL 2017

If you are interested and you are in possession of the necessary qualifications and experience, please address your application, with your CV and authenticated copies of qualifications to:

The Acting Municipal Manager
Thabazimbi Municipality
Private Bag X530
THABAZIMBI
0380

Or hand delivered to:

Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsers Building,
Thabazimbi

All Applications should be marked: **Notice no: 18/2017**

OFFICIAL APPLICATION FORMS: All applications should be on the official application form, which is available at the Human Resource office of the Thabazimbi Municipality, Corporate Services Department or telephone number 014 777 1902 or on the Website, www.thabazimbi.gov.za.

ADHERENCE TO RELEVANT REGULATIONS: Applicants are advised to adhere to the provisions of the *Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers; Government Gazette No: 37245 of 17 January 2014*.

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.

Note:

- **Applications by fax or e-mail will not be accepted.**
- **No applications will be accepted without certified copies of qualifications.**
- **Applications should be in the prescribed Application Form for Employment**
- **Canvassing with Councilors is not permitted and proof thereof will result in disqualification**

Enquiries: Direct all enquiries to Isabel Harding at HardingI@thabazimbi.gov.za or Tel. Number: (014-777 1902)

**ACTING MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**