

MUNICIPAL MANAGER

Remuneration between: Minimum – R1 067 587.00 / Midpoint – R1 227 113.00 / Maximum – R1 386 637 per annum, dependent on the applicant's qualifications, skills and experience, plus a 4% rural allowance)
(In line with the Upper limit of Total Remuneration Package payable to Municipal Managers and Managers directly accountable to the Municipal Manager, Government Gazette No. 43122, with effect from 01 July 2019.)

The Municipal Manager must interact closely with the Mayor, Executive Committee and Councillors, and will be accountable for the proactive initiation, development, and implementation of a sustainable, performance-driven administration.

As Head of Administration and Accounting Officer, the Municipal Manager is responsible for the general performance of the organisation, including the following: • Provide corporate/strategic leadership • Ensure allocation, management and optimisation of resources • Facilitate the development of systems/strategies to deal with statutory responsibilities/provisions in accordance with applicable legislation • Drive organisational performance and sustainability • 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 promoting healthy labour relations compliant with relevant labour legislation • Manage sound stakeholder relations and expectation management.

In order to meet the needs of the Theewaterskloof Municipality, the successful applicant will conform to the following: • At least a Bachelor's degree or a relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits • The successful candidate will have to comply with Minimum Competency Regulations for Accounting Officers of municipalities as is provided for in Regulation 493 dated 15 June 2007 or achieve such competency within 18 months of appointment • Minimum of five (5) years' experience at a senior management level • The required core competencies as prescribed in Annexure A – Local Government Framework for Senior Managers • 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 • Proven track record of good governance, audit and risk management, budget and finance management • Competent in the concept of sustainability management • Ability to be an innovative and strategic leader • Good facilitation and communication skills in at least two of the three official languages of the Western Cape • Valid driver's licence and NO criminal record.

Please note: • The post is subject to a fixed term contract of employment not exceeding one year after the next Local Government election as well as acceptable conduct and performance during the term • Candidates will be subjected to thorough evaluations and previous and current employers and references will be contacted • Verification will be done on his/her qualifications, criminal and credit records • The candidate will be required to disclose all financial interests.

For further enquiries, please contact Alderman KJJ Papier, Executive Mayor on tel: 028 214 3300 or fax: 028 214 1289.

Detailed CVs accompanied by a covering letter, originally certified copies of relevant qualification and contact details of at least three (3) references and a fully completed official application form as available from the municipal website or the Human Resources Department, must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24, Caledon 7230.

• Administrative enquiries may be directed to the Acting Director: Corporate Services, Mr. Joseph Amansure at tel. 028 214 3300 • **ONLY hard copy applications will be considered** • No electronic or faxed applications will be accepted • Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 54A of the Municipal Systems Act • The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

DIRECTOR: FINANCIAL SERVICES (CHIEF FINANCIAL OFFICER)

The Municipality offers a five-year performance-based contract to the successful candidate.

Remuneration: Between R894 447.00 – R1 022 226.00 – R1 133 463.00 per annum plus a 4% remote allowance)
(In line with the Upper Limit of Total Remuneration Package payable to Municipal Managers and Managers, directly accountable to the Municipal Manager, Government Gazette No. 43122, with effect from 01 July 2019 and in terms of a Category 3 Local Municipality.)

In order to meet the needs of the Theewaterskloof Municipality, the successful applicant will conform to the following: • At least a Bachelor's degree in Accounting, Finance or Economics or a relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits • Five (5) years' experience at middle management level • Compliance with Minimum Competency Regulations for Senior Managers of Municipalities, as is provided for in Regulation 493, dated 15 June 2007 within 18 months of being appointed.

Key areas of responsibility: • Management of financial reporting and control • Review internal controls and systems of compliance • Responsible for the management of revenue and expenditure • Responsible for the management of assets of the Municipality • Advise the Accounting Officer on the exercise of power and duties assigned to him in terms of the MFMA • Advise senior managers and officials in the exercise of powers and duties assigned to them in terms of S78 or delegated in terms of S79 of the Act • Supply chain management/procurement • Debtor management • Budgeting process and control • Treasury function • Strategic input on financial information for business purposes • Management of subordinates and other duties as may be delegated by the Accounting Officer • Responsible for executing applicable Council resolutions • Responsible for the implementation and maintenance of the tariff policy, a rates policy, a credit control policy, a debt collection policy as well as a supply chain management policy • Manage the implementation of the financial sustainability programme of Council • Ensure the implementation of IDP strategic objectives, budget and SDBIP of the departments and the Municipality • Ensure legal compliance in terms of Occupational Health and Safety Act and other relevant pieces of legislation.

Key competencies: In line with Local Government Regulations on Appointment and Conditions of Employment of Senior Managers of January 2014, Government Gazette 37245, the incumbent must have capacity to provide strategic direction and leadership, portray strategic skills in people management, programme and project management, financial management, change and governance leadership, moral competence, planning and organising, analysis and innovation, knowledge and information management, communication, results and quality focus.

Knowledge: Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Must have extensive knowledge of the public office environment • Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • Must be able to formulate engineering master planning, project management and implementation • Good facilitation and communication skills in at least two of the three official languages of the Western Cape (English, Afrikaans and isiXhosa) • Valid driver's licence and NO criminal record.

Please note: • This post is subject to a fixed term contract of employment as well as acceptable conduct and performance during the term • Candidates will be subjected to thorough evaluations and previous and current employers and references will be contacted • Verification will be done on qualifications, criminal and credit records • The candidate will be required to disclose all financial interests.

For further enquiries, please contact the Acting Municipal Manager, Mr. BM Ngubo on tel: 028 214 3300

Detailed CVs accompanied by a covering letter, originally certified copies of relevant qualification and contact details of at least three (3) references and a fully completed official application form, as available from the Human Resources Department, must be forwarded to the Municipal Manager, Theewaterskloof Municipality, P O Box 24, Caledon 7230.

Administrative enquiries may also be directed to the Acting Municipal Manager, Mr. BM Ngubo at tel. 028 214 3300 • **ONLY hard copy applications will be considered** • No electronic or faxed applications will be accepted • Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 56 of the Municipal Systems Act • The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

Closing date: 7 October 2022 at 12:00

Commencement of duties: As soon as possible.

Theewaterskloof Municipality is committed to Equal Opportunity