

THEEWATERSKLOOF

MUNISIPALITEIT * MUNICIPALITY * uMASIPALA

*Theewaterskloof Municipality with its head office in **Caledon** and approximately 1½ hours drive from Cape Town currently awaits applications from suitably qualified applicants to apply for the position of:*

MUNICIPAL MANAGER

Remuneration between: Minimum - R 1 152 941.00 / Midpoint – R 1 325 220.00 / Maximum – R 1 497 499.00 pa dependent on the applicant's qualification, 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. 50737 with effect from 01 July 2023)

The Municipal Manager must interact closely with the Mayor, Executive Committee and Councilors, 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 organization, which includes the following:

- To provide Corporate / Strategic leadership
- To ensure allocation, management and optimization of resources
- To facilitate the development of systems / strategies to deal with statutory responsibilities / provisions accordance with applicable legislation
- To drive organizational performance and sustainability
- To liaise with, consult and advise political office bearers
- To set up systems and procedures to ensure adherence to organizational values
- To manage the Municipality and its finances in compliance with relevant legislation
- Managing effective staff utilization and promoting healthy labour relations compliant with relevant labour legislation
- Managing 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 5 Year 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 license 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.

Enquiries for further detail, contact Ald L De Bruyn, Executive Mayor on Tel: 028 – 214 3300 or fax: 028 – 214 1289

Detailed CV's 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 Senior Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.

*Administrative enquiries may be directed to the Executive Mayor at tel. no: 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.

Closing date: 25 February 2025 at 12h00

Commencement of duties: As soon as possible.

Theewaterskloof Municipality is committed to Equal Opportunity