



Hantam Municipality

Hantam Local Municipality, an equal opportunity and affirmative action employer, invites applications from suitably qualified candidates to fill this vacant position within its establishment. Persons designated in terms of applicable legislation as historically disadvantaged South Africans (SA) as well as people with disabilities are encouraged to apply. Applications are invited from persons with relevant experience and appropriate qualifications for the following position:

**Department : Office of the Municipal Manager
Post : Municipal Manager
Centre : Calvinia, Northern Cape**

Remuneration package will be as follows: (Gazette No.40118 of 4 July 2016)

- **Minimum – R852,706 Midpoint – R947,451 Maximum – R1,042,196**

The offer of remuneration will be determined by competence, read together with the guidelines as set out in notice **381** published in government gazette no: **40118** dated **4 July 2016** applicable from **1 July 2016**. The appointment made will be subject to the signing of an employment contract, a performance agreement and verification of information and disclosure of financial interest.

Term of Appointment

- The post is subject to a 5 years fixed term performance contract of employment, as well as acceptable conduct and performance during the term.

Minimum Requirements:

- A Bachelor degree in Public Administration/ Political Science/ Social Science /Law or equivalent.
- Post Graduate Qualification will be an added advantage.
5 years minimum work related experience at a Senior Management Level preferably in local government.
- (Compliance with all the requirements as contained in the Minimum Regulations on Minimum Competency Levels, Gazette No. 29967 of 15 June 2007, e.g. Certificate in Municipal Finance Management)
- Have proven successful institutional transformation within the public or private sector.
- Valid driver's license and No criminal record.

Knowledge (Core Competencies)

- As stipulated in Annexure A of the Regulations on Appointment and Conditions of Employment of Senior Managers in Government Notice No. 21 in Government Gazette No.37245 dated 17 January 2014.
- Advance knowledge and understanding of relevant policy and legislation.
- Advanced understanding of institutional governance systems and performance management.
- Advance knowledge of Council operation and delegations of power.
- Good governance.
- Audit and risk management establishment and functionality.
- Budget and finance management.
- Good Facilitation and Communication Skills.

Key Performance Areas (KPA): Comply with the functions of the Municipal Manager as prescribed in Section 55 of the Municipal Systems Act, 32 of 2000. Represent the Municipality at Provincial and National Fora. Administration and implementation of the Municipality's By-Laws and other legislation. The incumbent will strategically lead and manage total administration of the municipality in such a manner that a culture of performance and service delivery excellence is sustained. Coordinate and implement municipality integrated development plan (IDP), including development of policies and procedures to facilitate effective community participation, and to operate in accordance with the Municipal Performance Management System. Provide sound advisory and strategic support to the mayor, executive committee and political structure of Council. Manage a team of senior managers with diverse portfolios to fulfill the objective of Hantam Municipality's five years strategic plan. Facilitate and foster sound stakeholder relationships with the business community, tertiary, academic and research institutions. Ensure that the financial practices of local municipality embrace the principles developmental finance, advancing effective delivery of the local development strategy. Ensure adherence to all good governance and integrated risk management (IRM).

Enquiries: Riana Lock – Acting Director Corporate Services

Closing Date: 30 September 2016

PLEASE NOTE: Appointment will be in terms of the council's employment equity plan which ensures representation of designated groups in the municipality. It is recommended that proof of registration for the minimum competency levels training is attached to the CV of the applicant if not completed.

Candidates are requested to complete the prescribed" Annexure C" Application Form, as per the Regulations on Appointment and Conditions of Employment of Senior Managers in Government Notice No. 21 in Government Gazette No.37245 dated 17 January 2014, which is obtainable from the Internet at www.gpwonline.co.za (failure to do so, will result in the candidate being disqualified). Short-listed candidates will be subjected to Security Vetting/ Screening,

Verification of Qualifications and employment history/ Reference Checks and Competency Assessment. Hantam Local Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the Municipality, including remuneration, advertisement, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act, No. 7 of 2011, or any other relevant legislation.

Emailed and faxed applications will not be accepted. Fraudulent academic qualifications or documentation will result into the immediate disqualification of your application. Hantam Municipality reserves the right not to fill the post, should there be no suitable candidate identified. Late submission will be disqualified. Should you not receive any response within three (3) months after the closing date, regard your application as unsuccessful. Submission without certified of academic qualifications will not be considered.

To apply please forward your application as follows: The application letter, a comprehensive CV and recent certified copies of your academic qualifications (not older than 3 months) and identity documents to:

Riana Lock
Acting Director Corporate Services
Hantam Municipality
Private Bag X14
20 Hope Street
Calvinia
8190

Tel: (027) 341 8500
Fax: (027) 341 8501

If no communication has been received from us within (2) months after the closing date, please consider your application as unsuccessful. The Municipality reserves the right to appoint or not appoint any person.

Notice Issued by

Honorable Mayor Roger Swartz
