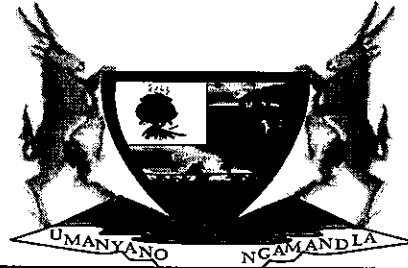


MBIZANA LOCAL MUNICIPALITY

Physical Address
51 Main Street
Postal Address
PO Box 12
Bizana
4800



Corporate Services Office
Tel: 039 251 0230
Fax: 039 251 0866
E-mail: jojimalizs@mbizana.org.za

EXTERNAL ADVERTISEMENT

Mbizana Local Municipality is a category 2 Municipality that is committed to affirmative action and provisions Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified, experienced and innovative individuals to fill the vacant position indicated below:

1. POST : Municipal Manager

DEPARTMENT : Office of the Municipal Manager

CONTRACT : Five (5) year fixed term performance based employment contract

REMUNERATION : All inclusive remuneration package will be paid in accordance with the determination of upper limits issued by the Minister of Cooperative Governance & Traditional Affairs, Government Notice 380 of July 2016

2. PURPOSE OF POSITION

- The Municipal Manager is the Accounting Officer as per legislation and the Head of the Administration and is subject to the policy direction of the Municipal Council.
- The Municipal Manager is responsible and accountable for the day to day operations of the Municipality.

3. REQUIREMENTS

- A Bachelor Degree in Public Administration/ Management Science/ Law;
- Certificate in Municipal Finance Management (SAQA qualification ID No. 48965) Commonly known as CPMD/MFMP/ELMDP as an added advantage;
- A minimum of Five (5) years experience at Senior Management Level;
- Proven successful management experience;
- Good Knowledge and understanding of relevant local government policy and legislation;
- Good Knowledge and understanding of institutional government and performance management system;
- Good knowledge and interpretation of key Local Government legislation and policy.

4. KEY PERFORMANCE AREAS

- The Employee will be responsible and accountable for performance in all five (5) Key Performance Areas for Local Government;

- Development and management of an economically effective, accountable administration which is equipped to implement municipality's Integrated Development Plan;
- Management of the provision of services to the local community in a sustainable and equitable manner;
- Facilitate the participation of the local community in the affairs of the municipality;
- Ensuring the development and implementation of the Service Delivery and Budget Implementation Plan for the municipality;
- Ensuring total compliance with local government laws and regulations;
- Manage the municipal budgeting planning processes;
- Develop and implement appropriate mechanisms for revenue collection and control of expenditure;
- Manages and control processes and procedures associated with the formulation of the municipality's risk based plan and migration programme;
- Ensure proper management of staff and sound labour relations system;
- Taking necessary measures to prevent fraud and corruption;
- Act with fidelity, honesty, integrity and in the best interest of the municipality.

5. OTHER KEY REQUIREMENTS

- Qualifications and SA citizenship checks will be done on all short-listed candidates
- Security vetting will be done
- Competence assessments will be done
- Applications must be submitted on the Prescribed Annexure C forms of government Gazette No. 37245 dated 17 January 2014. The application form can also be obtained from the municipal website www.mbizana.org.za or www.gpwonline.co.za
- Attach to a fully completed application form the following: Covering letter, detailed CV, certified qualification certificates, certified ID copy and Drivers licence

6. IMPORTANT NOTICE TO APPLICANTS

- No late applications will be considered;
- No faxed or e-mailed applications will be considered;
- Should there be no correspondence from the Municipality within 30 working days after the closing date, kindly consider your application to be unsuccessful.

7. **CLOSING DATE** : Friday, 19th May 2017 at 15H30

8. **ENQUIRIES** : Senior Manager : Corporate Services at 039 2510230 during office hours

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION, THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

THE HONOURABLE MAYOR: CLLR T.D. MAFUMBATHA


SIGN-OFF

24 / 04 / 2017
DATE