

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:

- POST** : **Senior Manager: Corporate Strategy and Good Governance**
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

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.
- A minimum of five (5) years experience at middle management level
- Proven successful management experience in administration
- Good knowledge and understanding of relevant local government policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of internal auditing services and legal support services
- Good knowledge of Municipal Council support services.

KEY PERFORMANCE AREAS

- The employee will be responsible and accountable for performance in all five (5) Key Performance Areas for Local government
- Identify, define, align and implement key performance requirements associated to the functional areas assigned to the Office of the Municipal Manager
- Develop and manage operational tools and work control systems for the Communication & IGR, IDP & Performance management, Legal services and Council support & Public participation

- Crafting and implementing the Service Delivery and Budget Implementation Plan for the department and that of the municipality.
- Manages and control processes and procedures associated with the formulation of the municipality's risk based plan and mitigation programme
- Ensure proper management of staff
- Taking necessary measures to prevent fraud and corruption
- Act with fidelity, honesty, integrity and in the best interest of the municipality.

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 certificated, certified ID copy and Driver's license

NB: Mbizana Municipality is committed to affirmative action and Employment Equity Act 55 of 1998.

Applicants should submit application letter **NOT Z83 FORM**, comprehensive CV with traceable references, certified copies of certificates, ID and driver's license. All correspondences should be addressed to: The Corporate Services Senior Manager, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to HR Offices during office hours. For more information please contact: **Mr. Z.S. Jojimali on 039-251 0230** during office hours. **Closing date: 23 February 2017@ 12 noon.**

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

No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka
Municipal Manager