



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
P O Box 2
FRANKFORT, 9830

Phone : 058 813 8110
Fax : 058 813 3072
E-mail: info@mafubemunicipality.gov.za

Enquiries: Cllr. T.I Motsoeneng

OUR REF: 10/1/1

Date: 04th January 2023

RE-EXTERNAL ADVERTISEMENT

Mafube Local Municipality comprises of the following towns: **Frankfort, Villiers, Tweeling** and **Cornelia**. Mafube Local Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past and need to appoint a suitable and experienced person in the under mentioned position. People with the skill and expertise to discharge the duties of the under mentioned position are invited to apply.

JOB ADVERTISEMENT									
JOB TITLE	MUNICIPAL MANAGER								
TERM OF APPOINTMENT	Five (5) year fixed term performance-based contract (contract not exceeding a period ending one(1) year after the election of the next council of the municipality).								
PLACE TO BE STATIONED	Frankfortmunicipal offices,								
REMUNERATION PACKAGE	<p>As per the Total Remuneration Package for senior managers, published in Government Gazette No.47538 dated 18 November 2022 for a Category 3 municipality:</p> <table><tr><td>MINIMUM</td><td>MIDPOINT</td><td>MAXIMUM</td></tr><tr><td>R1083 601</td><td>R1 245 520</td><td>R1 407 437</td></tr></table> <p>The pay scale will be determined by competence based assessment outcome, experience and qualifications.</p>			MINIMUM	MIDPOINT	MAXIMUM	R1083 601	R1 245 520	R1 407 437
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MINIMUM REQUIREMENTS	<p>A recognized Bachelor Degree in Public Management/ Administration/ Political Science/Social Science/Law or related fields of study, such qualification having been obtained from a recognized tertiary institution. * A valid driver's license and a suitable vehicle for proper performance of duties. * Willingness to work irregular hours with extensive traveling.</p> <p>A minimum of five (5) years' experience at senior management level, preferably in Local Government. * Have proven successful institutional transformation within public or private sector. *Have proven successful management experience in administration</p> <p>Adherence to Schedule 2 of Government Gazette 37245 dated 17</p>								

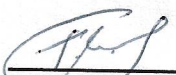
	January 2014.
ADDED ADVANTAGE	<p>* A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP)- (if not in possession thereof, the appointee will be afforded 18 months to obtain the qualification in terms of Government Gazette 29967 as amended by Government Gazette 41996)</p> <p>* A relevant post-graduate qualification. * Registration/membership with a relevant recognized Professional body</p>
KNOWLEDGE, SKILLS, COMPETENCIES AND PERSONAL ATTRIBUTES	<p>* Advanced and practical knowledge and understanding of relevant Local Government Policies and legislation. * Advanced understanding of Institutional Governance Systems and the Performance Management System (preferably in local government). * Advanced understanding of Council operations and delegation of powers. * Proven track record of Good governance. * Audit and Risk Management establishment and functionality. * Budget and finance management i.e. Supply Chain Management Regulations and Policies (Preferential Procurement Policy Framework Act, Act no. 5 of 2000). * Policy development and management, strategic planning and implementation, programme management, monitoring and evaluation, and reporting on service delivery. * Must meet competency levels (Leading & Core Competencies) for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014.</p> <p>Ethical, integrity, honesty, maturity and courtesy * Diplomacy and commitment to providing progressive democratic and accountable government* Strategist and excellent corporate planner * Excellent communication (written and verbal) and motivational skills</p> <p>* Interpersonal skills and Customer focused. * Advanced negotiation skills * conceptual and Analytical thinker. * Diversity management skills. * Computer literacy in MS Word, Excel and PowerPoint.</p>
KEY PERFORMANCE AREAS	<p>Reporting to the Mayor, the appointee will carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000 and including but not limited to: * As Head of Administration and the Accounting Officer, take responsibility for the overall institution performance, Strategic Planning and ensure that a strategic management culture exists within the Institution, Transform the organisation to one that is developmentally focused, Inform and develop an economical, effective, efficient and accountable administration. * Co-ordinate and develop the Integrated Development Plan (IDP) and the Service Delivery Budget & Implementation Plan (SDBIP) and monitor their progress in terms of implementation. * Manage the municipality's administration in accordance with the Municipal Systems Act as amended (MSA) and other applicable legislation * Manage the provision of services to the local community in a sustainable and equitable manner * Appoint staff other than those referred to in terms of section 56 of the MSA, subject to the Employment Equity Act 55 of 1998 and applicable Regulations</p>

	<p>* Ensure effective utilization, training and discipline of staff * Provide sound and strategic advice to political structures and political office-bearers of the municipality * Manage communication between the municipality's administration and its political structures * Exercise any powers and duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality, to the Municipal Manager * Ensure the implementation of national and provincial legislation applicable to the municipality * Perform any other function that may be assigned by the Municipal Council as an Accounting Officer.</p>
APPLICATIONS	<ul style="list-style-type: none"> • We appreciate your demonstrated interest of being part of Mafube Local Municipality. • Only SA citizens or permanent residents are eligible to apply. • Application form: The applicant must submit an originally completed standard application form (Annexure C of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers) which is can be downloaded directly from www.gpwnonline.co.za, together with their CV containing at least three contactable references (telephonically and e-mail) and originally certified copies (not older than 3 months) of qualifications, ID/ proof of permanent residency, and driver's license. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof. <p>Applications should be directed to:</p> <p>The Mayor: Cllr T.I Motsoeneng P.O Box 2; Frankfort; 9830, alternatively the applications can be hand delivered at the municipality during office hours to no. 64 JJ HadebeStr, Frankfort, in the office of the Administrator, Office no 9, First Floor.</p> <ul style="list-style-type: none"> • Shortlisted candidates will be subjected to vetting processes (i.e. reference and qualification checks as well as any previous misconduct or criminal record verification) to determine suitability. • Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorize Mafube Local Municipality and or/ its representatives to undertake the necessary confirmation/ certification of any information or documents in the curriculum vitae. The applicant therefore gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter). • Recommended candidate(s) will be subjected to a two-day competency based assessment for prior appointment. • The successful candidate: Will be stationed at the

	<ul style="list-style-type: none"> • The successful candidate: Will be stationed at the administrative offices of the Municipality as situated in Frankfort; but will be expected to regularly visit the towns that comprise the municipality. • The appointee will be expected to sign an employment contract before assumption of duty, and performance agreement and disclosure of financial interest within 60-days of appointment and then annually thereafter. • On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity. • NOTE: No faxed or emailed applications will be accepted. • The Municipality reserves the right to reference check all short listed candidates and verify their qualifications. • The employer reserves the right not to fill the position if no suitable candidate is found. • Correspondence will be limited to shortlisted candidates only and applicants who have not been contacted within 30-days from the closing date should consider their applications unsuccessful. • Direct or indirect canvassing for preferential treatment will result in automatic disqualification of affected candidate. • The appointment will be made in compliance with the provisions of the relevant sections of the Local Government Municipal Systems Amendment Act, 3 of 2022, Municipal Structures Act, 117 of 1998, and other relevant Legislation and Regulations.
CONTACT PERSON FOR ENQUIRIES	<p>NOTE: Applicants who previously applied need to re-apply</p> <p>The Mayor: Cllr. T.I Motsoeneng, Tel: 063 644 9028</p>
CLOSING DATE OF APPLICATIONS	27 th January 2023 at 12:00

NB: CANDIDATES INVITED FOR INTERVIEWS WILL NOT BE REIMBURSED FOR THEIR TRAVELLING EXPENSES.

Approved by:


Cllr. T.I Motsoeneng
The Mayor
Mafube Local Municipality