

éDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



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edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 30 September 2024

éDumbe Local Municipality invites suitably qualified and experienced candidates to apply for the below position. Preference will be given to **Females** in accordance with Employment Equity Act.

MUNICIPAL MANAGER: REF NO. EDUMP 04/2024/25

POSITION: The appointment will be fixed term contract, from the date of appointment and 1 year after election of the new council. And will be made in terms of section 56 of the Local Government: Municipal Systems Amended Act, 2022 (Act no.2 (54A) of 2022),

REMUNERATION: will be in terms of Government Gazette No.50737, of 30 May 2024, Notice 50737 for Upper limits of total Remuneration packages payable to Municipal Managers and Managers directly accountable to the Municipal Managers R1 072 071, **All Inclusive** plus remote allowance of 4%

MINIMUM REQUIREMENTS:

Bachelor's degree in Public Administration/ Political Science/ Social Sciences/ Law or equivalent. A postgraduate degree would be an added advantage. Compliance with the minimum competency levels as prescribed by the Government Gazette No. 29967 of 15 June 2007 is essential. Candidates who are not in possession of the Municipal Finance Management Act minimum competency certificate will be given an opportunity to obtain such certificate within 18 months if appointed. A minimum of five (5) years' experience at senior management level, preferably in Local Government. Extensive experience in financial management, policy development and management, strategic planning and implementation, programme management, monitoring and evaluation, and reporting on service delivery. Valid driver's license.

SKILLS AND COMPETENCIES:

Extensive practical knowledge of legislation governing local government and other related legislation. Advanced understanding and experience in institutional governance systems and performance management (preferably in local government). Advanced understanding of Council operations and system of delegation of powers. Understanding of good governance practices, namely internal audit, risk management, etc. Experience in community facilitation and networking.

KEY PERFORMANCE AREAS:

Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000. Implement the municipality's integrated development plan and monitor its progress in terms of implementation. Responsible for the formation and development of an economic, effective, efficient and accountable administration. Manage the municipality's administration in accordance with the Municipal Systems Act (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. 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.

NB: Application not accompanied by filled application form for Senior Managers will not be considered. It must be submitted on the prescribed application form for Senior Managers available on (Municipal website) or in Government Gazette No.37245 as per the regulation. A comprehensive CV, ID and copies of certified qualifications (**No** applications shall be considered without certified copies) should be Hand delivered, courier, post & email:

Attention to Honourable Mayor

Municipal Building No: 10 Hoog Street / Private Bag x 308

Paulpietersburg,

3180

email to (records@edumbe.gov.za) the Municipality will not be liable for the application received **later than 17 October 2024**. Kindly note that should you not be contacted within a period of 60 days after the closing date, consider your application as unsuccessful. The Municipality reserves the right not to appoint. Canvassing for appointment will automatically disqualify an applicant.

- Shortlisted candidates will undergo security vetting, competency assessment, reference checks of the previous & current employers will be contacted, Verifications will be done on qualifications, criminal and credit records.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (**SAQA**).
- HR will not accept responsibility for information not mentioned in applications and will not be held responsible for lost applications unless proof of submission can be supplied.
- Applicants should be a SA citizen, in respect of foreign citizens; applicants should have a valid work permit.
- The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

For enquires contact: Human Resources Section Tel. (034) 995 1650 / 1651 or email mbokazin@edumbe.gov.za.

éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people. ♿



Mr M.S. Mkhabela
Honourable Mayor