



Saldanha Bay Municipality is a high profile municipality that takes care of its people to deliver the highest quality of service to its residents and visitors. We are also committed to the goals of our Employment Equity Plan. If you are competent and committed and would like to work in a professional environment, you are welcome to apply for the following position on our staff establishment.

MUNICIPAL MANAGER

**TOTAL COST REMUNERATION PACKAGE: AS APPLICABLE TO A GRADE 4 MUNICIPALITY
(NEGOTIABLE WITHIN THE UPPER LIMIT REGULATIONS)
(PERFORMANCE-BASED CONTRACT TERM AS ALLOWED BY APPLICABLE LEGISLATION)
PLACE OF WORK: VREDENBURG**

The Municipal Manager, as Accounting Officer and Head of Administration, is responsible for the overall performance of the municipality and the management to ensure that the objectives of Council are achieved.

Applicants must be in possession of a B Degree in Public Administration/Political Science/Social Science/Law or equivalent (*certified proof must be attached to application*) • 5 years' relevant experience at senior management level and proven successful institutional transformation within the public or private sector • Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21 published in GG 37245 dated 17 January 2014 • Advanced knowledge and understanding of institutional governance systems/performance management/relevant policy and legislation • Advanced knowledge of Council operations and delegation of powers • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act (50 of 2000) • Knowledge of budget and finance management • Knowledge of coordination and oversight of all specialized support functions • Proven successful management experience in administration • Ability to be an innovative and strategic leader • Good Governance Audit and risk management establishment and functionality • Computer literacy and knowledge of Word, Excel and PowerPoint • A valid driver's license and own transport • Proficient oral and written communication skills in at least two of the three official languages of the Western Cape.

Added advantage: Registration with a relevant professional body • Knowledge of Local Government Legislation • Post graduate in fields relating to public administration • "Preference will be given to a candidate who has the strength and ability to ensure rapid economic growth and development in the Saldanha Bay area in partnership with the Executive Mayor, political leadership and senior management."

Core functions: The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community • The management of the provision of services to the local community in a sustainable and equitable manner • The appointment, training, discipline and effective utilization of staff • The promotion of sound labour relations and compliance with applicable labour legislation • Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their decisions • The administration and implementation of the municipality's by-laws and other legislation • Exercising of any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the municipality • Facilitating participation by the local community in the affairs of the municipality • Developing and maintaining a system for the assessment of community satisfaction with municipal services • The performance of any other function that may be assigned by the municipal council and as accounting officer • Responsible for all income and

expenditure of the municipality, all assets, the discharge of all liabilities of the municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation • Facilitate the co-ordination of the economic development initiatives relating to IDZ • Other relevant duties.

Closing Date: 25 September 2018 at 12:00

NOTES TO APPLICANT

- Thank you for your interest in seeking employment with us.
- All applications must be submitted with a detailed CV, **certified copies of qualifications and ID document**, the names of three references **with e-mail addresses** from current and previous employers and a **fully completed official application form (Annexure C, as per the Regulations on the Appointment and Conditions of Employment of Senior Managers)** as available from the municipal website (see www.saldanhabay.gov.za under vacancies) to be hand delivered or couriered to **Roy Steele and Associates CC, 8 High Street, Rosen Park, Bellville, 7530. It's the applicant's responsibility to ensure that couriered documents are received by the closing date.**
- Administrative enquiries may be directed to Annalene Barnard at telephone number: 022 772 1307.
- **No electronic or faxed applications will be accepted.**
- **The candidate must attain the minimum competency levels in the unit standards, as applicable to accounting officers, for each competency area within 18 months from the date of appointment (GG no 40593 no 91 dated 3 Feb 2017).**
- For the implementation of the Employment Act, candidates are encouraged to indicate their race, gender and disability.
- All appointments are subject to a medical assessment, criminal record, reference checks from previous and current employer(s), verification of qualifications and credit record check.
- The candidate will be required to disclose all financial interests.
- Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act.
- The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers
- Canvassing with Councilors or any other decision-maker is not permitted and proof thereof will result in disqualification.
- Further communication will be limited to shortlisted candidates, If you have not received a response within 3 (three) months of the closing date, please consider your application unsuccessful.
- The Council beholds the right to make an appointment.