

**WESKUS DISTRIKSMUNISIPALITEIT
WEST COAST DISTRICT MUNICIPALITY**



West Coast District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity Employer, we currently offer the following position to an appropriately qualified and experienced individual.

**MUNICIPAL MANAGER
(Performance-based 5-year fixed-term contract)**

(Fixed term contract of employment, maximum of 5 years not exceeding a period ending one year after the next Local Government Elections, 2021)

Remuneration package: As determined by the relevant Government Notice on Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers, at the time of appointment.

The appointment will be made in compliance with the provisions of Sections 54A and 57 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

Work centre: 58 Long Street, Moorreesburg

Minimum requirements:

- Bachelor's degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent qualification (NQF Level 7).
- Compliance with the minimum competency levels as prescribed by Government Gazette No. 29967 of 15 June 2007.
- Candidates who are not in possession of the minimum competency certificate will be given an opportunity to obtain such certificate within 18 months if appointed, in accordance with Government Notice No. 91 of 3 February 2017, as promulgated in Government Gazette No. 40593.
- A minimum of five (5) years' relevant experience at senior management level and proven successful institutional transformation within public or private sector in financial management, policy development and management, strategic planning and implementation, programme management, monitoring and evaluation, and reporting on service delivery.
- Must possess the Core Competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers, as set out in Government Gazette No. 37245, dated 17 January 2014.
- Valid Code B driver's license.

Knowledge:

- Advanced knowledge and understanding of relevant policy and legislation.
- Advanced understanding of institutional governance systems and performance management.
- Advanced understanding of council operations and system of delegation of powers.
- Good governance.
- Audit and risk management establishment and functionality.
- Budget and finance management.

Personal attributes:

- Integrity, honesty, maturity and courtesy.
- Diplomacy and commitment to providing progressive democratic and accountable government.
- Strategist and excellent corporate planner.
- Excellent communication and motivational skills.
- Advanced negotiation skills.
- Analytical thinker.
- Diversity management skills.

Key performance areas:

- Carry out the duties of the Municipal Manager and Head of the Administration as contained in section 57 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).
- Integrate 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.
- Ensure the implementation of the performance management systems as prescribed by the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).
- Manage the municipality's administration in accordance with the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) 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 Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and ensure effective utilisation, 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.
- Responsible and accountable for all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality and proper and diligent implementation of and compliance with national and provincial legislation applicable to the municipality.

NB: Shortlisted candidates will be subjected to competency assessments and security vetting. The successful candidate will be required to sign a fixed-term employment contract with the municipality, as well be subjected to performance assessment through a signed annual performance agreement and must disclose his/her financial interest.

Enquiries should be directed to the Senior Manager: Human Resources, Dr H Brand at (022) 433 8489 or hbrand@wcdm.co.za

Interested persons should download the official application form which is available on the website at www.westcoastdm.co.za.

The detailed CV's must be attached to the application form, accompanied by originally-certified true copies of qualification certificates, inclusive of a certified statement of Unit Standards obtained in relation to the Municipal Minimum Competency qualification, identity document and driver's license and submitted to the West Coast District Municipality (for attention of the Senior Manager: Human Resources, Dr H Brand), P.O. Box 242, Moorreesburg, 7310 or 58 Long Street, Moorreesburg, 7310.

Note: Faxed, e-mailed, incomplete and late applications will not be considered.

Closing date: Friday, 15 December 2017 at 15:00

Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful. Council reserves the right to make no appointment.