

VACANCY
DATE: 17 JUNE TO 08 JULY 2022

MATATIELE LOCAL MUNICIPALITY

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability.

Suitably qualified persons are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the Municipality. Candidates whose appointment will enhance representativity of employees from the designated groups are encouraged to apply.

OFFICE OF THE MUNICIPAL MANAGER	
MUNICIPAL MANAGER	
POSITION	
ADVERTISEMENT PLATFORMS	National, Provincial, Local Newspapers and Municipal Website
PLACE	102 Main Street Matatiele, Eastern Cape
CONTRACT	5 years fixed term contract or a period not exceeding one year after current term of council expires
ALL INCLUSIVE PACKAGE	Total Remuneration package will be in terms of Government Gazette No 43122 dated 20 March 2020 between R1 067 587, 00 (minimum), R1 227 113 (mid-point) and R1 386 637, 00 (max point)
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Matriculation or equivalent certificate • B-Degree in Public Administration/Public Management/Political Sciences /Social Sciences/Law or Equivalent Qualification • Compliance with the minimum competency levels as prescribed by the Government Gazette no 29967 of 15 June 2007 • Planning and organising skills • A minimum of a five years' relevant experience at a senior management level and have proven successful institutional transformation within public or private sector • Good communication skills • A valid Code B Driving Licence • Willingness and ability to work over and above call of work and under pressure.
KNOWLEDGE	<ul style="list-style-type: none"> • Advanced knowledge and understanding of relevant policies and legislation • Advanced understanding of institutional governance systems and performance management • Advanced understanding of Council Operations and delegation of powers • Good Governance • Audit and Risk Management establishment and functionality • Budget and Financial Management.
OTHER REQUIREMENTS	<p>The successful candidate will be required to:</p> <p>(a) Sign an employment contract, a performance agreement and to disclose any financial interests.</p> <p>(b) Undergo security vetting.</p> <p>(c) Undergo competency assessments.</p>
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • To head and manage the administration of the Municipality subject to relevant legislation and Council policies • To manage the interface between the political and administrative structures of the municipality • To implement the Municipality's Integrated Development plan • Ensure the development and implementation of strategies that will have a measurable impact on organizational productivity and financial performance • Development and management Performance Management System of the Municipality • Manage the provision of services to the local community in a sustainable and equitable manner • Facilitate the participation of the local community of the Municipality • Develop and maintain a system to assess community satisfaction with municipal services • Ensure the sound management of all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality and proper diligent compliance with applicable municipal finance management legislation • Give advice to political structures and political office bearers of the municipality, setting sound communication with them and administering and carrying out their decisions • To exercise any powers and perform any duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality

KEY COMPETENCIES	<p>The following competencies as described in the National Treasury Minimum Competency Framework for Accounting Officers are essential for the Municipal Manager position:</p> <ul style="list-style-type: none"> •Ability and commitment to develop a rural environment • Ability to provide, strategic, visionary and innovative leadership and management • Strategic and Operational Financial Management • Governance, Ethics and Values in Financial Management • Financial and Performance Reporting • Risk and Change Management • Project Management • Legislation, Policy and Implementation • Stakeholder Relations • Supply Chain Management • Audit and Assurance • An action-driven innovative and result-orientated team player and far-sighted developmental strategist.
-------------------------	--

CLOSING DATE : 08 JULY 2022 @ 16H00

ENQUIRIES: Mrs. E. Moeti, Manager: Human Resources Management & Development either by email @ emoeti@matatiele.gov.za or telephone @ (039) 737 8134.

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 26 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code Driving Licence (where applicable) to:

FOR ATTENTION: THE MAYOR:

<i>The Mayor</i>		<i>The Mayor</i>
<i>Matatiele Local Municipality</i>	<i>OR</i>	<i>Matatiele Local Municipality</i>
<i>P.O. Box 35</i>		<i>102 Main Street</i>
<i>Matatiele, 4730</i>		<i>Matatiele, 4730</i>

NB: Failure to submit documents listed above will result in disqualification.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service. Canvassing for this position will lead to disqualification of applications. Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof or found to have been involved in this practice, will be disqualified with immediate effect. The Matatiele Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.

CLLR. S. MNGENELA

THE MAYOR

Notice No : 2022/2023-24

We urge all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management Unit.