



**Masilonyana Local Municipality, with its Head Office in Theunissen in the Free State Province, invites suitable candidates to apply for the following position.**

**Municipal Manager**  
**Salary: (negotiable)**

**Job Purpose:** The incumbent will be responsible for the leadership and direction of the administration of the Municipality through effective strategies to fulfil the objectives of the Local Government provided for in the Constitution of the Republic of South Africa, and any legislative framework that governs Local Government. He/she will also foster relationships between the Municipal Council and administrative arm of the Municipality, as well as key stakeholders, and create an environment that defines the purpose and role of Local Government as a means to involve people in shaping the future of our communities.

**Minimum requirements:** B-degree in Public Administration or Public Management, Law or related field, 5 years' proven experience in Senior Management position in Local Government. Postgraduate degree would be an added advantage. Extensive and practical knowledge of Local Government. Proven experience in Local Economic Development, Intergrated Development programmes and sustainable rural development and expertise in dealing with risk management. Ability to communicate and negotiate, at all levels of Government and with all the relevant role players. Ability to provide strategic, visionary and innovative leadership. Knowledge of the Performance Management System in a Local Government. It will be a requirement that the successful candidate must meet the minimum requirements for the post as laid down in the Government Gazette No 29967, dated 15 June 2007, by 2013. Valid Code 08 driver's licence.

**Key performance areas:** Assume responsibilities of an Accounting Officer and Head of Administration. Manage the interface with the Mayor and Council so that the administration is aligned with the priorities of the Council. Provide an advisory and support service to the Mayor, Executive Committee and Council with regard to policy issues. Provide leadership and accountability in Audit, Fraud, Risk Management and Government matters. Ensure implementation of IDP, LED and Sustainable Rural Development. Ensure development and implementation of the Performance Management System as prescribed in the Municipal Systems Act. Facilitate participation by Local Communities in the affairs of the Municipality. Strategically manage the use of Council's resources to ensure economic, effective and efficient service delivery. Manage the Municipality's administration in accordance with the Constitution, Local Government Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act and other applicable legislation. Ensure sound cooperative governance. Manage provision of services to local communities in a sustainable and equitable manner. Promote sound Labour Relations and compliance by the Municipality applicable labour legislation. Form and develop an economic, efficient and accountable administration. Appoint, manage, effectively utilise and train staff and maintain staff discipline. Be responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality and proper and diligent compliance with applicable Municipal Finance Management legislation.

**Benefits:** Performance bonus in terms of Council's Performance Management System.

**NB:** Applicants should submit a covering letter, accompanied by a comprehensive CV and certified copies of qualifications. Shortlisted candidates must please note that they will be required to furnish proof of original certificates of qualifications during the selection process.

If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application is unsuccessful.

**The Municipality subscribes to Affirmative Action and Employment Equity**

**Please forward your application to:**

**The Honourable Mayor, Cllr KS Koalane**

**Masilonyana Local Municipality**

**PO Box 8**

**Theunissen**

**9410**

No late, faxed or e-mailed applications will be accepted.

Enquiries: Director Corporate Services, tel: 057 733 0106/057 733 2105.

**Closing date: 28 May 2012.**