



MASILONYANA

MUNICIPALITY

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Masilonyana Local Municipality subscribes to Affirmative Action and Employment Equity, with its Head Office in Theunissen in the Free State Province, invites suitable qualified and experienced candidates to apply for the following position

MUNICIPAL MANAGER

CONTRACT: Five (5) year fixed term Performance Based Contract not exceeding one year after the election of the next Council.

SALARY: All-inclusive Remuneration Package Payable to a Category 3 municipality between Minimum R1,067,587, Midpoint R1,227,113 and Maximum R1,386,637 in line with a Category 3 Municipality as per the New Upper Limits No: 43122 of 20 March 2020.

To be appointed in terms of Section 82 of the Municipal Structures Act 117 of 1998 and section 57 of Municipal Systems Act 32 of 2000

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 equivalent from a recognised tertiary institution.
- Only SA citizens or permanent residents with no criminal record are eligible to apply. Must be in possession of a valid driver's license and a suitable vehicle for proper performance of his/her functions. Willingness to work irregular hours with extensive traveling.
- 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 2015.

Minimum Experience:

- 5 years' or more proven experience in Senior Management position, preferably in Local Government.
- Proven experience in Local Economic Development, Integrated Development programmes and sustainable rural development and expertise in dealing with risk management.

- Have proven successful institutional transformation within public or private sector. Extensive experience in financial Management, policy development & management, strategic planning & implementation, program management, monitoring & evaluation, and reporting on services delivery

Added Advantage:

- Postgraduate degree, extensive and practical knowledge of local government will be an added advantage.
- Certificate in Municipal Finance Management Program (MFMP) (SAQA Qualification ID No. 48965) or Certificate Program in Municipal Development (CPMD) or attain the qualification within 18 months from date of appointment, and registration with a Professional body will serve as a strong recommendation.
- Registration with a relevant Professional body will serve as a strong recommendation.

Knowledge:

- Required core competencies as stipulated in Annexures A and B of regulations on appointment and conditions of employment of Senior Managers, Government Notice 21 in Government Gazette 37245 dated 17 January 2014.

Key Competencies:

- Strategic Leadership and Management.
- Strategic Financial Management.
- Operational Financial Management.
- Governance, Ethics and Values in Financial Management.
- Financial and Performance Reporting.
- Risk and Change Management. Project Management. Audit and Assurance.
- 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.

Key Performance Areas:

- Assume responsibilities of an Accounting Officer and Head of Administration as outlined in section 55 of the Municipal Systems Act;
- 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.

Applications:

Interested applicants can access the regulated application form at www.masilonyana.fs.gov.za or from Masilonyana Local Municipality offices in Theunissen, which must be accompanied by Curriculum Vitae, originally Certified copies of qualifications, drivers' licence and ID (not older than 3 months) No Applications will be considered if not on the official Application Form. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof No faxed or emailed applications will be accepted. The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter). The Municipality will subject shortlisted candidates to reference checks; security vetting; verification of qualifications, and a competency-based assessment over 2 day's prior appointment. Direct or indirect canvassing for preferential treatment will result in automatic disqualification of affected candidate. Correspondence will be limited to short listed candidates only. The successful candidate will be required to sign an Employment Contract on or before assumption of duty, a Performance Agreement within 60 days of appointment as well as the necessary Disclosure of Financial Interest Forms. Fraudulent qualifications, information or documents will disqualify any applicant. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application is unsuccessful.

Please forward your application to:
The Honourable Mayor: Councillor D.E Modise
Masilonyana Local Municipality
P.O. Box 8
Theunissen
9410

Or hand delivered at:
Corner Leroux and Theron Street
Theunissen
9410

Closing Date: 30 November 2022 at 12h00

Enquiries: The Honourable Mayor: Councillor D.E Modise. (064 8249179)

CLR D.E MODISE
MAYOR