



# MERAFONG CITY LOCAL MUNICIPALITY

The Merafong City Local Municipality hereby invites applications from suitably qualified candidates for the following position:

## MUNICIPAL MANAGER

REF NO. MM0/1/07/2022

**TOTAL REMUNERATION PACKAGE:** Minimum R1 277 473 - Midpoint R1 511 803 - Maximum R1 698 573 In line with Government Notice No. 351 of 2020 In Government Gazette: 43122 dated 20 March 2020 on TRP packages payable to Municipal Managers and Managers Directly Accountable to Municipal Manager.

**THIS POSITION IS A CONTRACT APPOINTMENT FOR A PERIOD OF THREE (3) YEARS**

The Municipal Manager, as Head of the Administration and Accounting Officer, will be responsible for the general performance of the organization and to manage and direct the administrative and operational aspect of the Municipality in order to achieve the strategic objectives of Council.

**Key requirements:** • At least a relevant Bachelor's degree or a relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits • A post graduate qualification in fields related to public administration will be an added advantage • Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007, as amended by Government Gazette No. 41996 of 26 October 2018. If a newly appointed person is not in possession of this Competency, he/she must complete it within eighteen (18) months from the date of appointment • Minimum of 5 years' relevant experience at Senior Management level and proven successful institutional transformation within the public or private sector • Valid driver's licence. **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 delegation of powers • Good governance • Audit and risk management establishment and functionality • Budget and finance management. **Leading competencies:** • Strategic Direction and Leadership • People Management • Program and Project Management • Financial Management • Change Leadership • Governance Leadership. **Core Competencies:** • Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Result and Quality Focus.

**Core functions:** • The development and management of an economically effective, accountable administration which is equipped to implement the Municipality's integrated development plan and to understand the needs of the local community • The appointment, training, discipline and effective utilization of staff • The promotion of sound labour relations and compliance with applicable labour legislation • Management of the Municipality's administration in accordance with the Constitution, Municipal Systems Act and other legislation applicable to local government • The administration and implementation of Municipal By-Laws and other legislation • The management of the provision of services to the community in a sustainable and equitable manner • Advising the political structures and political office bearers, managing communications between these parties as well as well as carrying out their decisions • Ensure sound financial management as well as the proper and diligent compliance with applicable Municipal finance management legislation • Responsible and accountable for municipal transformation and organizational development • Implementing strategic goals of the municipality through co-operation and innovative teamwork • The performance of any other function that may be assigned by the Municipal Council and as Accounting Officer.

The Merafong City Local Municipality promotes and applies the principles of employment equity, in line with the City's Employment Equity plan. As Merafong City Local Municipality, our values, as set out below, are core to who we are and provide us with a compass for our actions: • **Integrity** • **Accountability** • **Commitment** • **Teamwork** • **Pro activeness and Service excellence.**

**All enquiries relating to job content can be directed to:** The Manager: Human Capital, Ms. Nonceba Mbilini, at tel. (018) 788 9761/e-mail: nmbilini@merafong.gov.za during office hours.

A detailed application that includes an application form, that is available on the Municipal website at: [www.merafong.gov.za](http://www.merafong.gov.za) a comprehensive Curriculum Vitae, certified copies of qualifications, driver's licence and Identity Document, in a sealed envelope must be hand delivered to: **The Office of the Manager: Human Capital, Office G29, Municipal Building, Halite Street, Carletonville, during office hours only. Applications can also be posted to P O Box 3, Carletonville, 2499.**

Faxed, e-mailed or applications not made on the applicable application form **WILL NOT** be considered. Late applications **WILL NOT** be considered.

**CLOSING DATE FOR ALL APPLICATIONS: 22 JULY 2022.**

Fraudulent qualifications or documents will immediately disqualify any application.

Shortlisted candidates will be subjected to security vetting and information verification as well as competency assessment.

The successful candidate will sign an employment contract, performance agreement and disclosure of financial interests. Applicants who are not invited for any interviews should regard their applications as unsuccessful.

**This position is based at the Municipal Building, Carletonville.**

**The Merafong City Local Municipality reserves the right not to make an appointment.**

Merafong City Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. If you do not hear from us within 60 days of the closing date, kindly accept that your application was unsuccessful and communication will be limited to short-listed candidates.

**S.L. MDLETSHE: ACTING MUNICIPAL MANAGER**

**NOTICE NO: 3/2022**