



NOTICE NO: FDDM 005 /2022-23

Applications are invited from suitably qualified and experienced persons to apply for the under mentioned positions based at Fezile Dabi District Municipality. Council is committed to the policy of Affirmative Action and any appointment that would ensure equity and representivity shall be given preference.

MUNICIPAL MANAGER

Remuneration package per annum: R1 067 587, 00 (Minimum) R1 227 113.00 (Midpoint) R1 386 637, 00 (Maximum), (As determined by notice No: 43122 of 2020 on upper limits for senior managers for a Category 3 Municipality) The pay scale will be determined by competence based assessment outcome, experience and qualifications. Remuneration will also include a remote allowance of 4% of the total annual remuneration package

The post is subject to a fixed term Contract of Employment of five years (5 years). The successful candidate will be expected to sign an employment contract before or on assumption of duty, a performance agreement within 60 days and complete the disclosure of financial interest form. The incumbent will be stationed at Fezile Dabi District Municipality in Sasolburg.

MINIMUM REQUIREMENTS: • Bachelor Degree in Public Administration/ Political Sciences/Social Sciences/ Law or equivalent.

OTHER REQUIREMENTS: Only SA citizens or permanent residents with no criminal record are eligible to apply. Must also 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.

EXPERIENCE: • Minimum of 5 years relevant experience at senior management level, preferably in the Local Government sector; • Have proven successful institutional transformation within public or private sector; • Extensive experience in financial Management, policy development and management, strategic planning and implementation, program management, monitoring and evaluation and reporting on services delivery.

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, a relevant post graduate qualification and registration with a relevant Professional body will serve as a strong recommendation.

KNOWLEDGE AND ATTRIBUTES: The candidate will be expected to demonstrate: • 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; and • Budget and Finance Management • Ability to communicate and negotiate at all levels of Government and with all relevant role players

COMPETENCIES:

LEADING COMPETENCIES: Strategic Direction and Leadership, People Management, Program and Project Management, Financial Management, Change Leadership and Governance.

CORE COMPETENCIES: Moral Competence, Planning and Organizing, Analysing and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus.

SKILLS: • Extensive facilitation, planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills • Excellent communication and report writing skill • Computer literacy in Excel, MS Word and PowerPoint

KEY PERFORMANCE AREAS: Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000 and including but not limited to: • Ensuring the implementation of the performance management systems as prescribed by the Municipal Systems Act • Advising the political structure and political office bearers of the Municipality, the Municipal Council or other delegated authorities of the Municipality. • Controlling, coordinating and generally supervising all heads of departments of the municipal services by or on behalf of the municipality in a sustainable manner. • Ensuring that the municipality complies with its legislative, executive and other obligations • Ensuring implementation of the Municipality's Integrated Development Plan • Promoting communication between the municipality and the residents within the municipal area and other stakeholders • As accounting officer be 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 compliance with applicable local government legislation.

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. All applications must be submitted on the prescribed application form (duly completed) obtainable from the Fezile Dabi District Municipality Offices and website www.feziledabi.gov.za. The detailed CVs must be attached to the application form together with certified copies of relevant certificates including ID and Driver's License (not older than 3 months) and submitted to: **The Executive Mayor, Fezile Dabi District Municipality, John Vorster Road, PO Box 10, Sasolburg, 1947;**
2. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof;
3. The appointment will be made in compliance with the provisions of the relevant sections of the Local Government Municipal Systems Act and relevant Regulations;
4. Candidates will be subjected to thorough evaluations, including a 2-day competency based assessment and that previous and current employers and references will be contacted. Verification will be done on the applicant's qualifications and criminal record.
5. The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter);
6. On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity;
7. The municipal council reserves a right not to make an appointment if in its view no suitable candidate was found to fill the position;
8. Council reserves the right to place and move the candidate anywhere within the municipal jurisdiction
9. Faxed, emailed, incomplete and late applications will not be considered. Canvassing will automatically disqualify a candidate
10. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful;
11. Fraudulent qualifications, information or documents will disqualify any applicant;

For enquiries please contact Executive Mayor (Councillor D Khasudi): Tel 016 970 8600/8615

Closing date: 7 October 2022

Cllr D KHASUDI - EXECUTIVE MAYOR