

CAREER / OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality is situated in George and serves the people in the Southern Cape and Little Karoo. Garden Route District Municipality seeks to achieve the integrated, sustainable and equitable socio economic development of its area as a whole by:

- Ensuring integrated development planning;
- Promoting bulk infrastructure development
- Building the capacity of local municipalities in its area to perform their functions and exercise their powers where such capacity is lacking
- Promoting the equitable distribution of resources between local municipalities in its area to ensure appropriate levels of municipal services.

Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.

Applications are invited for the following vacancy in the Office of the Municipal Manager.

MUNICIPAL MANAGER

(GEORGE)

(Five-year performance-based contract, negotiable within the Upper Limit Regulations)

A total remuneration package, negotiable within the prescribed upper limits for Senior Management, will apply for this 5-year performance-based contract. Appointment is subject to compliance with the minimum educational qualification, experience and attainment of demonstrated evidence of competent, advance or superior competency level as set out in the Regulations on Appointment and Conditions of Employment of Senior Managers 2014, GG 37245 dated 17 January 2014.

Minimum requirements:

- B degree in Public Administration / Finance / Law
- Compliance with the Municipal Regulations on Minimum Competency levels as prescribed in GG 29967 dated 15 June 2007 and regulations on appointment and conditions of employment of Senior Managers
- At least 5 years' experience at senior management level
- Must have proven record of successful institutional transformation within public or private sector
- The required core competencies and minimum competency requirements as stipulated in Annexures A and B of the regulations for Senior Managers
- Proven successful management experience in administration
- Advance knowledge and understanding of relevant policies and legislation
- Advance understanding of institutional governance systems and performance management
- Advance understanding of council operations and delegation of powers
- Good governance
- Audit and risk management establishment and functionality
- Budget and finance management
- Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape
- A valid Code B driver's licence
- Own transport
- Excellent computer skills
- An aptitude for strategic operational planning and implementation management, decision making, leadership, innovation and motivation
- The ability to engage strategically with the Executive Mayor and Councillors.

Duties:

- Development and management of an economically effective, efficient and accountable administration that is equipped to carry out the task of implementing the municipality's Integrated Development Plan
- Operating in accordance with the municipality's performance management system responsive to the needs of the local community to participate in the affairs of the municipality
- Management of the municipality's administration in accordance with the applicable legislation
- The appointment, management, effective utilisation, training and maintenance of staff
- Promoting sound labour relations and compliance with applicable labour legislation
- Advising the political structures and political office bearers of the municipality
- Managing communication between the municipality's administration, political structures and political office bearers
- Carrying out the decisions of the political structures and political office bearers of the municipality
- Administration and implementation of the municipality's by-laws and other legislation
- Exercise any powers and the performance of duties delegated by the municipal council or sub-delegated by other delegating authorities of the municipality
- Compliance with National and Provincial legislation applicable to the municipality
- Performance of any other function that may be assigned by the municipal council
- Responsible and accountable for all income, expenditure, assets, liabilities
- Responsible and accountable for proper and diligent compliance with the Municipal Finance Management Act.

Please note

1. The Municipality reserves the right not to make an appointment.
2. It would be expected of candidates to be subjected to thorough evaluations. References will be contacted. Verification will be done on qualifications, criminal and credit records. The candidates will be required to disclose all financial interests. Original qualification certificates must be produced at any resultant interviews.
3. All applications should be submitted on a fully completed application form, available from the municipal website at www.gardenroute.gov.za or the Human Resources Department, together with a detailed CV, certified copies of qualification(s), identity document, driver's licence and the names of three references from current and previous employers. Incomplete applications will not be considered.
4. Applications must be sent to the following address: Garden Route District Municipality, Registration Section, 54 York Street, George or e-mail: info@gardenroute.gov.za or fax 086 555 6303 or PO Box 12, George, 6530.
5. The successful applicant will be stationed in George and his/her appointment is subject to the signing of an employment contract and a performance agreement; disclosure of financial interest; and security vetting.
6. No late applications will be considered • If you have not heard from us within 30 days of the closing date, please accept that your application has been unsuccessful • Candidates wishing to have their CVs returned, should provide a self-addressed envelope with the required postage stamps
7. Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification • Fraudulent qualifications or documentation, will immediately disqualify any applicant.

Contact Person: Mr. Thembanani Loliwe 044-803 1430/ 067 038 7668

Closing date: Monday, 31 January 2022 on / before 16h30

Notice no: 121/2021

MEMORY BOOYSEN - THE EXECUTIVE MAYOR

Candidates with disabilities are encouraged to apply.

