



**REF NO. 4/1/2/5**

**POSITION : MUNICIPAL MANAGER**

**SALARY :** Remuneration package payable in the context of Local Government: Upper limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers.

**REQUIREMENTS :** A recognised Bachelor Degree in Public Administration / Political Sciences/ Social Sciences / Law and other equivalent qualifications.

**Minimum of 5 years** Local Government experience at senior management level.

**Minimum competency requirements** of Local Government [the candidate who do not possess these competency requirements will be given an opportunity to attain such within 18 months, and in case of inability to attain, the contract of employment shall be deemed automatically terminated after the applicable period].

**Motor Vehicle:** The employee must have a motor vehicle available for the proper performance of his or her functions and discharge of his or her duties. He or she should secure his or her own financing.

**COMPETENCIES :** **Leading competencies:** Strategic direction and Leadership; Programme and Project Management; Financial management; Change Management; Governance; Service delivery Management; Knowledge management; Problem solving and Analytical thinking; People and diversity management; Client orientation and customer focus; Communication; accountability and ethical conduct.

**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; Budget and finance management; Audit and risk management establishment and functionality; Local government powers and functions, including assignment of national and provincial functions.

**Skills** Policy conceptualization and implementation; Conflict management, Risk and change management, Mediations and Diversity management.

**RESPONSIBILITIES** : The Municipal Manager is responsible for, inter alia -

- The formation and development of an economical, effective, efficient and accountable administration;
  - The management of the municipality's Administration in accordance with pieces of legislation;
  - The implementation of the municipality's integrated development plan, and the monitoring of progress;
  - The maintenance of discipline of staff;
  - The administration and implementation of the municipality's by-laws and pertinent legislation;
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- Facilitating participation by the local community in the affairs of the municipality;
  - The implementation of national and provincial legislation applicable to the municipality.

**NOTE** : Qualifications and SA citizenship checks will be conducted on all short-listed candidates. Security vetting will be done. Successful candidates will be subjected to additional checks including competency assessment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

The successful candidate will be required to sign an employment contract before commencement of duty, a performance agreement and disclosure of financial interest.

**APPLICATIONS** : Applications should be made on the Application Form for Employment reflected by Regulations on appointment and Conditions of Employment of Senior Managers, under government gazette number 37245 dated 17 January 2014.

Applications with relevant reference number shall be directed to The Mayor, SEC Kunene, at No. 08 Church Street, Dannhauser, 3080 or Private Bag X 1011, Dannhauser 3080.

**CLOSING DATE** : 29 April 2022

A handwritten signature in black ink, appearing to be 'Sharda Narothum', is written over the closing date information.

**ENQUIRIES** : Enquiries may be directed to Sharda Narothum at 034 6212666 or email to [shardan@dannhauser.gov.za](mailto:shardan@dannhauser.gov.za)