

The Council is an affirmative action employer committed to representivity and would like to appoint a

# MUNICIPAL MANAGER

Suitably qualified persons are invited to apply for to the abovementioned post. The appointment will be for a fixed-term as stipulated in the Local Government: Municipal Systems Act, No 32 of 2000, subject to the conclusion of a performance evaluation agreement between the Municipality and the successful candidate's appointment and will be conducted annually.

**Remuneration:** Package is negotiable

**To meet the challenge of the position you must have:** • An appropriate tertiary qualification or equivalent relating to managerial, economic or administrative disciplines • Extensive managerial and Local Government experience • The ability to communicate and negotiate with all the relevant role-players • The ability to provide strategic and innovative leadership.

**As a Municipal Manager you will be responsible and accountable for the following:** • Performing the functions, exercising the powers and discharging the duties conferred on a Municipal Manager in terms of National, Provincial and Municipal legislation • Performing the functions, exercising the powers and discharging the duties delegated to the Municipal Manager in terms of legislation, consistent with any policy of the Municipality • Controlling, co-ordinating and generally supervising all the Heads of Departments of the municipal administration • Managing provision 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 • Rendering support to the Executive Mayor • Promoting the public image of the Municipality • Promoting communication between the Municipality and the residents within the municipal area and other stakeholders • Designing, installing and maintaining appropriate measures, procedures and systems to ensure that the administration discharges its duties in terms of Section 6 of the Local Government: Municipal Systems Act 2000 (Act No 32 of 2000), namely that the administration: \* Responds to the needs of the community \* Facilitates a culture of Public Service and accountability amongst the other employees \* Takes measures to prevent corruption \* Establishes clear relationships and facilitates co-operation and communication between it and the community \* Gives members of the community full and accurate information about the level and standard of municipal services they are entitled to receive • Informs the community how the Municipality is managed, of the costs involved and persons in charge. As Accounting Officer you will be responsible and accountable for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality and the Municipal Finance Management Act. As the Head of Administration and the Accounting Officer of the Municipality, you will be responsible and accountable for and will perform the following functions: • Municipal transformation and organisation development • Basic service delivery • Local economic development • Municipal financial viability and management • Good governance and public participation.

**NB:** Canvassing will automatically disqualify a candidate. Short-listing will be done in terms of the Employment Equity Policy of the Municipality.

**Applications, together with a comprehensive Curriculum Vitae and certified copies of qualifications, must be forwarded to: The Executive Mayor, Maluti-a-Phofung Municipality, Private Bag X805, Witsieshoek 9870. Applications can also be handed in at the office of the Executive Mayor, Room 206, Municipal Offices Phuthaditjhaba, Corner of Motloung and Moremoholo Streets, Phuthaditjhaba.**

**For administrative enquiries, please contact Mr NK Rens, Human Resources, tel. (058) 718-3734/47.**

**Closing date:** 23 May 2009.

Please note that if you do not receive any correspondence from us regarding your application within 30 days of the closing date of this advertisement, you should regard your application as unsuccessful.

**TJ Ramulondi**

**Acting Municipal Manager**

**Notice No 29 of 2009**



**Maluti-a-Phofung Municipality**