

MALUTI-A-PHOFUNG MUNICIPALITY



NOTICE NO

ADVERT 54/2012

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 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 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, and
- \$ The ability to provide strategic and innovative leadership.

As a Municipal Manager you will be responsible and accountable for the following:

- \$ To perform the functions, exercise the powers and discharge the duties conferred on a Municipal Manager in terms of National, Provincial and Municipal Legislation.
- \$ To perform the functions, exercise the powers and discharge the duties delegated to the Municipal Manager in terms of legislation, consistent with any policy of the municipality.
- \$ To control, co-ordinate and generally supervise all the heads of departments of the municipal administration.

- \$ To manage provision of the municipal services by or on behalf of the municipality in a sustainable manner.
- \$ To ensure that the municipality complies with its legislative, executive and other obligations.
- \$ To render support to the Executive Mayor.
- \$ To promote the public image of the municipality.
- \$ To promote communication between the municipality and the residents within the municipal area and other stakeholders.
- \$ To design, install and maintain 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
 - # take measures to prevent corruption
 - # establishes clear relationships, and facilitate 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, and
 - # 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.

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

NB: Canvassing will automatically disqualify a candidate.

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 X 805
WITSIESHOEK
9870**

Applications can also be handed in at the office of the *Executive Mayor*, Room 206, Municipal Offices Phuthaditjhaba, Corner of Motloun and Moremoholo Streets, Phuthaditjhaba.

FOR ADMINISTRATIVE ENQUIRIES PLEASE CONTACT TS MAJOZI,

TEL. NUMBER (058) 718 3747/ 058 718 3732

CLOSING DATE: 03 AUGUST 2012

**RS KAU
ACTING MUNICIPAL MANAGER**