

**Prince Albert** municipal area, covering an area of 8 153 km<sup>2</sup>, incorporates the towns and surrounding farm areas of Klaarstroom, Prince Albert, Prince Albert Road and Leeu Gamka and requires a suitably qualified and experienced person to lead the Administration of the Municipality as Municipal Manager. The successful applicant will be committed to the achievement of Prince Albert's mission statement and strategic objectives.



## NOTICE 139/2021 MUNICIPAL MANAGER

**(Negotiable between R 992 705.00 and R 1 195 857.00 pa) + Rural Allowance of 4% of Total Annual Remuneration Package**

The Municipal Manager, as Head of the Administration and Accounting Officer, will be responsible for the general performance of the organization and to manage and direct the administrative and operational aspects of the Municipality in order to achieve the strategic objectives of Council.

### Duties/Responsibilities:

- The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community;
- The management of the provision of services to the local community in a sustainable and equitable manner;
- The appointment, training, discipline and effective utilisation of staff;
- The promotion of sound labour relations and compliance with applicable labour legislation;
- Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their decisions;
- The administration and implementation of the municipality's by-laws and other legislation;
- Exercising of any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the municipality;
- Facilitating participation by the local community in the affairs of the municipality;
- Developing and maintaining a system for the assessment of community satisfaction with municipal services;
- The performance of any other function that may be assigned by the municipal council and as accounting officer;
- Responsible for all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation.

### In order to meet the needs of the Prince Albert Municipality, the successful applicant will conform to the following requirements:

- ❖ At least a Bachelor Degree in Public Administration/Political Sciences/Social Sciences/Law, or equivalent registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits;
- ❖ Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for accounting officers of municipalities as is provided for in Regulation 493 published in GG. 29967 dated 15 June 2007 and amended by Regulation 1146 published in GG. 41996 dated 26 October 2018;
- ❖ A post graduate qualification in fields related to public administration will be an added advantage;
- ❖ 5 Year minimum relevant experience at a senior management level and have a proven institutional transformation record in the public or private sector;
- ❖ The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers in Regulation 21 published in GG. 37245 dated 17 January 2014;
- ❖ 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;
- ❖ Proven track record of good governance, audit and risk management, budget and finance management;
- ❖ Ability to be an innovative and strategic leader;
- ❖ Good facilitation and communication skills in at least two of the three official languages of the Western Cape;
- ❖ Valid driver's license and **NO** criminal record.

### Please note:

- 1 The post is subject to a fixed term contract of employment up to a maximum of five years, not exceeding a period ending one year after the election of the next council of the municipality as well as acceptable conduct and performance during the term.
- 2 It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.
- 3 All applications must be submitted with a **detailed CV (maximum 5 pages), certified copies of highest qualification, ID document and driver's license**, the names of three references from current and previous employers (**including their e-mail addresses**) and a **fully completed official application form (Annexure C)**, as available from the municipal website or the Human Resources Department, to be couriered to **Prince Albert Municipality, 33 Church Street, Prince Albert, 6930**. Administrative enquiries may be directed to Charlton Jafta at tel no: 023 541 1320.
- 4 **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
- 5 Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on appointment and conditions of employment of Senior Managers.

**Closing Date:** 26 November 2021

Short listed applicants will be informed of the outcome of the selection process on completion thereof.

The Council reserves the right not to make an appointment.