

NAMA KHOI MUNICIPALITY



ADVERTISEMENT: NOTICE NUMBER: 38/2022

Nama-Khoi Municipality, with its Headquarters in Springbok, invites suitably qualified candidates to apply for the following vacant position. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

POSITION: MUNICIPAL MANAGER

CENTRE: SPRINGBOK, NORTHERN CAPE

A. Annual Total All-inclusive Remuneration Package

- Minimum Total Remuneration Package – R 1 030 759.00 – Midpoint Remuneration Package R 1 141 500.00 - Maximum Remuneration Package –R 1 267 066.00 (Category 2 Municipality as stipulated in the Government Gazette nr. 43122 of 20 March 2020)
- A Remote Allowance of 10% are added to the Total Remuneration Package of the Senior Manager.

Terms of Appointment: 5 year fixed term performance based contract for no longer than 1 year after 2026 Local Government Election

B. Essential and Non- Negotiable Requirements:

Extensive practical knowledge of legislation governing local government and other related legislation. Advanced understanding and experience in institutional governance systems and performance management (preferably in Local government). Advanced understanding of Council operations and systems of delegations of powers. Understanding of good governance practices, namely internal audit , risk management, etc. Experience in community facilitation and networking.

- Bachelor's Degree in Public Administration/Political Science/Social Science/Law or equivalent, as contained in Notice No. 21, Government Gazette No. 37245 of 17 January 2014
- Compliance with the requirements contained in the Minimum Competency Levels Regulations, Notice No. 493, Government Gazette No. 29967 of 15 June 2007 or the ability to complete it within 18 months, as contained in Notice 91 of 3 February 2017 and promulgated in Government Gazette No. 40593. Failure to comply with this will result in automatic termination of service within 1 month after expiration of this period.
- 5 years previous relevant experience at senior management level, preferable in Local Government
- Must provide evidence of successful institutional transformation in public or private sector.
- In possession of a valid code B/8 driving license
- No criminal record.

C. KEY PERFORMANCE AREAS (KPA's)

Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000. Implement the municipality's integrated development plan and monitor its progress in terms of implementation. Responsible for the formation and development of a economic, effective, efficient and accountable administration. Manage the municipality's administration in accordance with the Municipal Systems Act (MSA) and other applicable legislation. Manage the provision of services to the local community in a sustainable and equitable manner. Appoint staff other than those referred to in terms of section 56 of the MSA, subject to the Employment Equity Act 55 of 1998. Ensure effective utilization, training and discipline of staff. Provide sound and strategic advice to political structures and political office-bearers of the municipality. Manage communication between the municipality's administration and its political structures. Exercise any powers and duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality, to the Municipal Manager. Ensure the implementation of national and provincial legislation applicable to the municipality. Perform any other function that may be assigned by the Municipal Council.

NB: Please Note:

- No faxed or e-mailed applications will be considered;
- Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za, or on the Municipal Website namakhoi.gov.za (failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications And employment history/reference check and competency assessment and should also disclose Financial interest;
- Nama-Khoi Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:
- Applications that hold any political office positions namely Chairperson, Deputy Chairperson, Secretary, Deputy Secretary or Treasurer Nationally, Provincially, Regionally or other areas in which the party operates; or any position in a political party equivalent to a position mentioned above, Irrespective of the title designated to that position, shall not be considered for appointment as Municipal Manager

The Mayor
Attention: Mayor: G M S Bock
Nama-Khoi Municipality
P.O. Box 17
SPRINGBOK
8240

Or can be hand delivered at:

Nama-Khoi Municipality
Include residential address

Enquiries may be directed to Senior Manager: Corporate Services, Mr. D C Magerman (027) 718 8131/8118 during office hours between 08:00 – 16:00.

CLOSING DATE: 29 April 2022 at 12:00