



Tsantsabane Municipality in Postmasburg in Northern Cape invites applications from suitably qualified and experienced candidates to apply for the following position within its establishment:

Re-Advertisement MUNICIPAL MANAGER Ref: TM002/2022/23

NB: Those that previously applied need not reapply.

- **Remuneration:**

Total Remuneration Package per annum is of a Category two (2) municipality as per Government Gazette No. 47538 of 18 November 2022 Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to the Municipal Managers.

Minimum	Midpoint	Maximum
1 046 220	1 158 623	1 286 072

- A remote allowance of 7% may depending on council decision be paid.
- **Term of Appointment:**
 - The post is a fixed term contract of employment of 5 years - not exceeding 1 year after the next local government elections.
- **Minimum Qualifications / Requirements:**
 - B Degree in Public Administration/Political Sciences/Social Sciences/Law; or equivalent.
 - Successful complete all the Prescribed Minimum Competency Level in Unit Standards as required in Regulation 7 provided for in Government Regulation No.493, published in GG 29967 dated 15 June 2007, as amended by GN.R 1146 as published in GG 41996 dated 26 October 2018, alternatively with Government Notice Regulation, No. 1146 of 26 October 2018, as promulgated in Government Gazette No.41996.
 - A postgraduate qualification in the fields related to public administration will be an added advantage.
 - Valid driver's licence. - No criminal record.
- **Years of experience:**
 - 5 years relevant experience at a **Senior Management Level**, and must have proven successful institutional transformation record in the public or private sector.
- **Core competencies:**
 - As stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.
 - Advanced knowledge and understanding of relevant policy, legislation, institutional governance systems and performance management.
 - Advanced understanding of municipal 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 local official languages.
- **Responsibilities:**
 - The Municipal Manager, as Head of the Administration and the 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 the Council.
 - Compliance with the functions of the Municipal Manager as prescribed in section 55 of the Municipal Systems Act, 32 of 2000;
 - Provide strategic and ethical leadership and management to achieve the vision of the municipality.
 - Development and management of an economically effective, accountable administration which is equipped to implement municipality's Integrated Development Plan, to operate in accordance with the Municipal Performance Management System and to understand the needs of the local community.
 - 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.

- Management of the provision of services to the local community in a sustainable and equitable manner.
- Appointment, training, discipline and effective utilisation of staff as well as promotion of sound labour relations.
- Promotion of sound labour relations and compliance with applicable labour legislation.
- Advise the political structures and political office-bearers, manage communications between political structures and political office-bearers of the municipality as well as carrying out their decisions.
- Administration and implementation of the Municipality's policies, procedures, by-laws and other legislation.
- Exercise any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the Municipality.
- Facilitate participation by the local community in the affairs of the Municipality.
- Develop and maintain a system for the assessment of community satisfaction with municipal services.
- Represent the municipality at provincial and national fora.
- The performance of any other functions that may assigned by the Municipal Council and as Accounting Officer.

Please Note:

1. The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and it's EE Plan.
2. No late or faxed applications will be considered.
3. 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 in Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za, or on the Municipal Website; www.tsantsabane.co.za (failure to do so will result in the candidate being disqualified).
4. Short-listed candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and competency assessment and should disclose financial interest. By submitting an application for appointment, candidates give tacit consent to be vetted.
5. Tsantsabane Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, 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 Act, 2000, (Act 32 of 2000) as amended or any other relevant legislation.
6. Canvassing and/or lobbying of Councillors for the purpose of being appointed is not permitted and proof thereof will result in the disqualification of an applicant.
7. In the event that an offer of employment is unreasonably declined, the applicant shall be liable for all costs incurred by the municipality including advertisement, assessment as well as travel and subsistence allowances to attend the interviews and assessment.
8. Suitably qualified applicants must submit an application form as per "Annexure C", a detailed CV, certified copies of academic qualifications, Identity Document and Driver's License (certified copies must not be older than 3 months) should be addressed to **The Mayor, Tsantsabane Municipality, Private Bag X 5, Postmasburg, 8420**, or hand delivered at **Tsantsabane Municipal Offices at 13 Springbok Street, Postmasburg, at the Registry Office** or e-mailed to application@tsantsabane.gov.za
9. The successful applicant will be stationed in **Postmasburg, Northern Cape** and the appointment will be subject to the signing of an employment contract and a performance agreement in terms of Section 57 of the Municipal Systems Act, 2000. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.
10. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
11. The Municipality reserves the right to appoint any candidate or not appoint any candidate.
12. **Closing Date: 19 December 2022 at close of business.**

Enquiries: These may be directed to Honourable Cllr. AH. English (Mayor) Tel. 053 3137328 during office hours (07:30 – 16:30).

**CLR AH. ENGLISH
MAYOR**