



ELUNDINI LOCAL MUNICIPALITY

Physical Address: No. 01 Seller Street | Nqanqarhu | 5480

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The Elundini Local Municipality, a Category B Municipality incorporating Nqanqarhu; Ugie; Mt Fletcher and parts of Tsolo and Qumbu with its seat in Nqanqarhu seeks to appoint the Municipal Manager in terms of Section 82 of the Municipal Structures Act, 117 of 1998, read with Section 57(6) (a) of the Local Government: Municipal Systems Act, 32 of 2000.

It further seeks to appoint the Director: Corporate Services and Director: Community Services in terms of Section 56 of the Local Government: Municipal Systems Act, 32 of 2000.

MUNICIPAL MANAGER

SALARY SCALE: MINIMUM: R 1, 030, 759. 00

MIDPOINT: R 1, 141, 500. 00

MAXIMUM: R 1, 267, 066. 00 PER ANNUM – ALL INCLUSIVE

(UPPER LIMITS FOR SENIOR MANAGERS GAZETTE, 20 MARCH 2020)

DURATION: FIVE (5) YEAR FIXED PERFORMANCE BASED EMPLOYMENT CONTRACT

Requirements: • Grade 12 plus a Bachelor Degree in Public Administration/Political Science/Social Sciences /Law or equivalent; Five (5) years relevant experience at a Senior Management Level;•Have proven record of successful institutional transformation within public or private sector;•Advanced knowledge and understanding of relevant Local Government Policies and Legislations; • Advanced understanding of good governance and Institutional Governance Systems and performance management; - Advanced understanding of Council operations and delegation of powers; • Understanding of Audit and risk management establishment and functionality; - Knowledge of Budget process and good financial management; ,Computer Literate; and • A valid driver's license

Leading Competencies: • Strategic direction and leadership • Financial Management • People management • Program and Project Management. Change Leadership. Governance Leadership.

Core Competencies:•Moral Competence. Planning and Organizing. Analysis and Innovation. Knowledge and Information Management. Communication. Results and Quality Focus.

Key Performance Areas: Include but not limited to the following: • Formulating and developing an economically sustainable, effective, efficient and accountable administration; •Drafting and implementing the Municipality's Integrated Development Plan (IDP); • Developing and implementing the municipality's performance management system;•Managing the municipality's administration in accordance with the Constitution and all other applicable Local Government statutes;•Managing the provision of services to the local community in a sustainable and equitable manner; •Facilitating participation by the local community in the affairs of the municipality; • Promoting sound relations and compliance by the municipality with applicable legislation;• Advising the political structures of the municipality as well as managing communications between Councillors and staff; • Administering and implementing of Council resolutions, municipal policies, by-laws and other legislations; • Ensure sound management of all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality with proper compliance with the applicable municipal finance management act; • Implementing strategic goals for the municipality through co-operation and innovative framework.

DIRECTOR: CORPORATE SERVICES

SALARY SCALE: MINIMUM: R 846 307. 00

MIDPOINT: 950 907. 00 –

MAXIMUM: R 1, 040, 327. 00 PER ANNUM

(AS PER THE UPPER LIMITS FOR SENIOR MANAGERS GAZETTE, 20 MARCH 2020)

DURATION: FIVE (5) YEAR FIXED PERFORMANCE

BASED EMPLOYMENT CONTRACT

Requirements: • Grade 12 plus a Bachelor's degree in Public Administration / Law / Management Sciences or equivalent qualification; • A minimum of 5 years' experience at middle management level and have proven successful management experience in administration; • Good knowledge and understanding of relevant policy and legislation, municipal governance systems and performance management; • Good knowledge of corporate support services including human capital management, legal services, facilities management, information communication technology and council support; • Good knowledge of supply chain management regulations and the PPPFA; • Good governance, Labour Relations Act and other labour related prescripts, legal background and human capital management and knowledge of coordination and oversight of all specialised support functions; • Computer Literate; and • A valid driver's licence.

Leading Competencies: • Strategic direction and leadership • Financial Management • People management • Program and Project Management. Change Leadership. Governance Leadership.

Core Competencies: - Moral Competence. Planning and Organizing. Analysis and Innovation. Knowledge and Information Management. Communication. Results and Quality Focus.

Key Performance Areas: Include but not limited to the following: • Effectively manage the Department by provide leadership to the following units: Administration, Council Support, Records, Auxiliary Services, Human Resource Management and Information & Communications Technology divisions; • Prepare and manage operational and capital budget of the Department; • Ensure compliance with Labour Relations Act and other labour related prescripts in local government; • Policy development and implementation; • Advise the Municipal Manager and other officials on matters pertaining to the Department Align the Departmental plans and objectives with the municipal integrated development plan and strategic objectives; • Plan, draft, monitor and implement IDP; • Monitor the implementation of the Municipal Strategy; • Plan, coordinate and provide health, welfare and environmental health and cleansing services; • Monitor and manage the performance of other officials in the Department; • Develop and update municipal by-laws; and • Assist the Municipal Manager to achieve corporate targets of the Municipality with regard to service delivery to the local community.

DIRECTOR: COMMUNITY SERVICES

SALARY SCALE: MINIMUM: R 846 307. 00

MIDPOINT: 950 907. 00 – MAXIMUM: R 1, 040, 327. 00 PER ANNUM

(AS PER THE UPPER LIMITS FOR SENIOR MANAGERS GAZETTE, 20 MARCH

2020)

DURATION:FIVE (5) YEAR FIXED PERFORMANCE BASED EMPLOYMENT

CONTRACT

Requirements: • Grade 12 plus a Bachelor's degree in Social Sciences / Public Administration / Law or equivalent qualification; • A minimum of 5 years' experience at Middle Management level and have proven successful institutional transformation within public or private sector; • Good knowledge and understanding of relevant policy and legislation, municipal governance systems and performance management; • Understanding of council operations and delegation of powers as well as health service management, cemetery management, public safety and parks and recreation management; • Computer Literate; and • A valid driver's license.

Added advantage: Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body.

Leading Competencies: • Strategic direction and leadership • Financial Management • People management • Program and Project Management. Change Leadership. Governance Leadership.

Core Competencies: - Moral Competence. Planning and Organizing. Analysis and Innovation. Knowledge and Information Management. Communication. Results and Quality Focus.

Key Performance Areas: Include but not limited to the following: • Effectively manage Departmental resources; • Prepare and manage operational and capital budget of the Department; • Manage the provision of community and social services to the local community in a sustainable and equitable manner; • Develop programs and policies to address community-based and poverty alleviation projects; • Advise the Municipal Manager and other officials on matters pertaining to the Department Align the Departmental plans and objectives with the municipal integrated development plan and strategic objectives; • Plan, draft, monitor and implement IDP; • Monitor the implementation of the Municipal Strategy; • Plan, coordinate and provide health, welfare and environmental health and cleansing services; • Monitor and manage the performance of other officials in the Department; • Develop and update municipal by-laws; and • Assist the Municipal Manager to achieve corporate targets of the Municipality with regard to service delivery to the local community.

FURTHER INSTRUCTIONS TO THE CANDIDATES

The Council reserve the right not to appoint any person if it feels that no suitable candidate could be found. The Elundini Local Municipality is committed to the provisions of the Employment Equity Act 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Interested candidates meeting the requirements are requested to submit their applications on the official application form which can be downloaded from the Municipality's website (www.elundini.org.za) accompanied by a detailed CVs with contactable references, certified copies of original academic qualifications, proven experience and competencies. Full details of any dismissal for misconduct, any disciplinary actions whether pending or finalized, instituted against the applicant in his or her current or previous employment must be disclosed. Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. The successful applicant will be required to sign an employment contract, a performance agreement as well as a disclosure of financial interests. Shortlisted and/ or successful applicants will be subjected to security vetting and will also undergo competency testing by an independent and external service provider.

Faxed applications will not be accepted.

Applications should be addressed to:

Ms. P. Dumalisile

Manager: Human Resource Management and Development

Elundini Local Municipality

P.O. Box 1

No 1 Seller Street, NQANQARHU, 5480

For enquiries you can contact the Manager: Human Resource Management and

Development: Pumza Dumalisile at 045 932 8100 / 045 932 8118 / 076 227 8718

Closing date for applications: 14 January 2022

ISSUED BY:THE MAYOR, COUNCILLOR. M.P. LETEBA