



# VHEMBE District Municipality

Private Bag X5006 • Thohoyandou • 0950 • Tel: 015 960/2000



## OFFICE OF THE EXECUTIVE MAYOR

### POSITION: MUNICIPAL MANAGER

APPLICATIONS ARE INVITED FOR SUITABLE QUALIFIED CANDIDATES FOR THE POSITION OF MUNICIPAL MANAGER:

**SALARY:** A competitive remuneration package will be negotiated with the successful candidate based on qualifications and experience and shall be guided by Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers for a grade 4 municipality as published in the guidelines as set out in general Notice number 351 of 2020 promulgated in Government Gazette no.43122 on March 2020 as follows: **R 1,160,847 (Minimum), R 1,349,824 (Midpoint) and R 1.538.800 (Maximum)**

**DURATION AND OTHER REQUIREMENTS:** This is a fixed term contract of employment position up to a maximum of five years, not exceeding a period ending one year after the election of the next council of the municipality in line with Section 57(6)(a) of the Municipal Systems Act (Act 32 of 2000). The incumbent will be expected to sign an Employment Contract and Annual Performance Agreements and complete a disclosure of financial interest form. Qualification verification, Employment Background Checks, Security Clearance and Competency Assessment will be conducted to shortlisted candidates. The incumbent will be stationed in Thohoyandou Town under Thulamela Local Municipality in the Vhembe District Municipality Head Office.

**HIGHER EDUCATION QUALIFICATION:** Bachelor Degree in Public Administration/ Political Science/ Social Sciences / Law; or Equivalent. Compliance with the minimum competency levels as prescribed by the Government Gazette No. 29967 of 15 June 2007 is essential. Candidates who are not in possession of the Municipal Finance Management Act minimum competency certificate will be given an opportunity to obtain such certificate within 18 months if appointed.

**WORK RELATED EXPERIENCE AND KNOWLEDGE:** Five (5) years relevant experience at a senior management level. Have a proven successful institutional transformation within Public or Private Sector.

**KNOWLEDGE:** Advanced knowledge and understanding of relevant policy and legislation. Advanced knowledge of institutional governance systems and Performance Management. Advanced knowledge of council operations and delegation of powers. Good Governance. Audit and Risk Management establishment and functionality, and Budget and Financial Management.

**DUTIES:** 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 an 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.

Application must be submitted on a signed VDM Senior Manager application form, obtainable from the website ([www.vhembe.gov.za](http://www.vhembe.gov.za)) accompanied by a comprehensive CV and certified copies of: identity document, driver's license and qualifications. \*Applications without the above will not be considered. Vhembe District Municipality reserves the right to / not to make appointments.

Faxed or emailed applications will not be accepted. Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Vhembe District Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender and disability.

The closing date for applications is **16 September 2022 at 16h30**, Vhembe District Municipal Offices.

**APPLICATIONS SHOULD BE ADDRESSED AND HAND DELIVERED TO:** Office of the Executive Mayor, Vhembe District Municipality, Old Parliament Building, Government Complex Next to Khoroni Hotel **OR BY POST TO:** Private BagX2006, Thohoyandou, 0950

Enquiries can be directed to: **GENERAL MANAGER - CORPORATE SERVICES 015 960 2000**