



MAKANA
MUNICIPALITY | EASTERN CAPE
...a great place to be



200 YEARS
reflect and imagine
...the making of a great place to be

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned vacancy. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

Applicants that comply with the minimum requirements for these posts, possess the necessary integrity and an excellent track record; are invited to apply for the following Five (5) year Performance-based contract appointments in terms of Section 54A of the Municipal Systems Act.

POST 1: 1 X MUNICIPAL MANAGER

REMUNERATION: Negotiable within the Upper Limit Regulations

The successful Incumbent shall be the Head of Administration and also the Accounting Officer. As Municipal Manager you will be responsible for the overall management of the Municipality to ensure that economic growth and development are facilitated; that poverty is alleviated; that efficient and effective services are delivered to all the inhabitants of the Makana Municipal area; and, that long-term sustainability of the municipality is ensured within the requirements of the relevant legislation in achieving the strategic objectives of Council.

MINIMUM QUALIFICATION AND EXPERIENCE: Bachelor Degree in Public Administration / Political Science / Social Sciences / Law or equivalent with at least five (5) years' experience at senior management level and a proven record of successful institutional transformation within the public or private sector. 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; good governance; audit and risk management establishment and functionality; budget and finance management; and good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000). The ability to engage strategically with Executive Mayor and Councillors, communities and

residents and an appreciation of the centrality of the IDP for effective service delivery. An aptitude for strategic / operational planning and implementation management, decision-making, leadership, innovation and motivation. Compliance with the National Treasury Regulations on the Required Minimum Competency Level in Unit Standards for Senior Managers. Computer skills and a valid driver's license.

ADDED ADVANTAGE: Master's Degree in Public Administration or equivalent.

KEY PERFORMANCE AREAS: The overall management of the Municipality in order to ensure efficient and effective provision of services, promoting economic growth, facilitation of social and economic development, and long term sustainability of the Municipality. Perform all functions, duties and responsibilities as contained in relevant local government legislation such as, but not limited to, The Constitution, MFMA, Municipal Structures Act, Municipal Systems Act, Promotion of Administrative Justice Act, and etcetera. Ensuring the streamlining of staff towards core basic service delivery.

POST 2: 1 X DIRECTOR

DIRECTORATE: CORPORATE & SHARED SERVICES

REMUNERATION: Negotiable within the Upper Limit Regulations

MINIMUM QUALIFICATION AND EXPERIENCE: Appropriate NQF 7 qualification in Social Sciences, Administration, Human Resources or Law. Extensive knowledge of Local Government Legislation and understanding of Local Government systems is essential. Knowledge of Labour legislation and related processes is a prerequisite. Extensive experience in the management of a substantial staff complement and fulfilling disparate functions, in a highly unionized environment. Minimum of at least five (5) years' experience at Senior Management Level and preferably work experience in a complex and vibrant municipal environment. Must have CPMD (Minimum Competency Certificate) or in a process of completing CPMD.

COMPETENCE SKILLS REQUIRED: The following competencies as prescribed in the National Treasury Minimum Competency Framework and the COGTA Performance Regulations for Senior Managements are essential: Exceptional strategic leadership and organisational management skills. Technical aptitude and business acumen. Excellent verbal and written communication skills. Advanced negotiation skills. Ability to develop, facilitate and maintain strategic partnerships with other spheres of government, other municipalities, strategic stakeholders and role players. Conflict resolution / Problem solving skills. People and Diversity Management. Client orientation and customer focus. Analytic thinking skills. Operational financial management and supply chain management skills. Risk and change management skills. Sound understanding of the legal and legislative environment in which local government operates. Computer literacy and possession of a code 8 / EB driver's license.

KEY PERFORMANCE AREAS: The incumbent will be accountable to the Municipal Manager and will be responsible for the following: Draft and ensure effective implementation of the Directorate's score card. Prepare and take control of the Directorate's budget. Provide administrative support including secretarial / committee services. Overall responsibility for Council support services. Run an effective document management system and record management services. Oversee all facets of human resources management. Ensure sound labour relations within the municipality. Guide and oversee the Complaints management system of the Municipality. Co-ordinate the development of Municipal By-Laws. Compile and update delegated powers, statutes and Council by laws. Ensure compliance with relevant provincial and national legislation. Manage and ensure productive utilization of personnel within the Directorate. Overall responsibility for the implementation of the PMS within the Directorate. Facilitate and champion the implementation of the PMS within the Municipality.

NOTE: All applications must be made on the Official Application form for Senior Managers that can be downloaded on our website www.makana.gov.za/residents/download-form accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. Failure to comply with the above will result in disqualifying your application. Shortlisted applicants will be screened for criminal records and or any pending criminal cases records or any applicants. The successful candidate will be required to disclose all financial interests, sign an employment contract and a yearly performance agreement. Canvassing of Councillors and Officials will automatically disqualify any application. All applications must be submitted with a detailed CV, certified copies of qualifications, ID document and driver's license, the names and e-mail addresses of three references from current and previous employers and a fully completed official application form as available from the municipal website or the Human Resources Department to be couriered to **The HR Manager, Makana Municipality City Hall, High Street, Grahamstown 6139** or posted to, **P.O Box 176, Grahamstown, 6140**. **ONLY** hard-copy applications will be considered. **NO** electronic or faxed applications will be accepted. Enquiries may be directed to The Acting Director: Corporate & Shared Services Mr. Ettienne at telephone number 046 603 6024.

CLOSING DATE: 08 SEPTEMBER 2016



MS MJ MEIRING: ACTING MUNICIPAL MANAGER