



**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 POSITION**

Applicants who comply with the minimum requirements for this post, possess the necessary integrity and an excellent track record; are invited to apply for the Municipal Manager position (four (4) year Performance-Based contract appointment in terms of Section 54A of the Municipal Systems Act.)

**POST 1: 1 X MUNICIPAL MANAGER**

**REMUNERATION:** Minimum R1160 847 per annum – Mid-point - R1349 824 per annum and Maximum R1538 800 per annum

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, computer skills and a valid driver's license.

**ADDED ADVANTAGE:** Master's Degree in Public Administration or equivalent and Compliance with the National Treasury Regulations on the Required Minimum Competency Level in Unit Standards for Senior Managers will be an added advantage.

**NOTE:** The successful candidate will be required to attain the minimum competency level in the unit standard for each competency area within the period of 18 months from the date of appointment.

**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.

**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](http://www.makana.gov.za/residents/download-form) accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence and other documents such as e-mail addresses of three references from current and previous employers. Shortlisted applicants will be screened for criminal

records and or any pending criminal cases. 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 **fully completed in an official application form as available from the municipal website or the Human Resources Department**. Failure to comply with the above will result in disqualifying your application. All applications form may be delivered to **The Office of the Executive Mayor, 86 High Street, Makana Municipality City Hall, Grahamstown 6139** for the attention of The Executive Mayor 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 Director Corporate and Shared Services (Mr. Xolela Kalashe) at 046 6036103) or email to: [xkalashe@makana.gov.za](mailto:xkalashe@makana.gov.za).

**CLOSING DATE: 11 AUGUST 2022**



**CLLR. Y VARA**  
**EXECUTIVE MAYOR**