

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 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.

1 X MUNICIPAL MANAGER

DIRECTORATE: OFFICE OF THE EXECUTIVE MAYOR

REMUNERATION: R1 071 375 per annum – R1 420 196 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. 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.

NOTE: All applications must be fully completed on the Makana 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 hand-delivered 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 Human Resources Manager Mr. Xolela Kalashe: telephone number telephone number 046 603 6103 / email: xkalashe@makana.gov.za

CLOSING DATE: 21 DECEMBER 2017



MRS N.C. MAZWAYI: ACTING MUNICIPAL MANAGER