



Kai !Garib Municipality invites applications from suitable candidates to fill the following vacant position within its establishment:  
**Office of the Municipal Manager**

## **MUNICIPAL MANAGER**

**(5-year fixed-term contract)**

**Annual total remuneration package: Minimum R885 394 - Midpoint R994 824 - Maximum R1 104 255 (negotiable in terms of Government Gazette No 40118 of 4 July 2016, ie Upper Limits of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to the Municipal Manager)**

**Kakamas, Northern Cape**

**Minimum requirements:** • B degree in Public Administration/Political Sciences/Social Sciences/Law or equivalent • Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, eg Certificate Programme in Municipal Finance and Supply Chain Management Development (CPMD), (South African Qualifications Authority Qualification ID No 48965 for Accounting Officers of Municipalities) • Postgraduate qualification in the Public Administration field will be an added advantage • Valid driver's licence • 5 years' Local Government experience at a senior management level • Proven institutional transformation record in the public or private sector.

**Core competencies:** • As stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers, Government Notice 21 in Government Gazette 37245 dated 17 January 2014 • Advanced knowledge and understanding of relevant policy, legislation, institutional governance systems and performance management • Advanced understanding of municipal council operations and delegation of powers • Proven track record of good governance, audit and risk management, budget and finance management • Ability to be an innovative and strategic leader • Good facilitation and communication skills.

**Responsibilities:** • Comply with the functions of the Municipal Manager as prescribed in Section 55 of the Municipal Systems Act, 32 of 2000 • Provide strategic and ethical leadership and management to achieve the vision of the Municipality • Develop and manage an economically effective accountable administration which is equipped to implement the Municipality's Integrated Development Plan, to operate in accordance with the Municipal Performance Management System and to understand the needs of the local community • Be responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation • Manage the provision of services to the local community in a sustainable and equitable manner • Appoint, train, discipline and effectively utilise staff • Promote sound labour relations and comply with applicable labour legislation • Advise the political structures and political office-bearers, manage communications between political structures and political office-bearers of the Municipality as well as carry out their decisions • Administrate and implement the Municipality's By-laws and other legislation • Exercise any powers and perform any duties delegated by the municipal council, or by other delegating authorities of the Municipality • Facilitate participation by the local community in the affairs of the Municipality • Develop and maintain a system for the assessment of community satisfaction with municipal services • Represent the Municipality at provincial and national fora • Perform any other function that may be assigned by the Municipal Council and as Accounting Officer.

**Please Note:** No late or faxed applications will be considered. Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers, Government Notice 21 in Government Gazette 37245 dated 17 January 2014, which is available on the website at [www.kaigarib.gov.za](http://www.kaigarib.gov.za) under "Job/Vacancies" section. Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interests. The successful candidate needs to sign an Employment Contract and Performance Agreement. Kai !Garib Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the Municipality including remuneration, advertisement, etc, should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act, No 7 of 2011 of any other relevant legislation.

**If you meet the stated requirements, a detailed CV, certified copies of academic qualifications, Identity Document and driver's licence (certified copies not be older than 3 months) should be addressed to: The Mayor, Kai !Garib Municipality, Private Bag X6, Kakamas 8870 or hand delivered at Municipal Building, Main Road, Keimoes.**

**Closing date:** 14 July 2017

**Enquiries:** Cllr MM Louw (The Mayor), tel. (054) 431-6300 during office hours (07:30 – 16:30)

The Municipality reserves the right to appoint or not appoint any person.

**Cllr MM Louw - The Mayor**