

## AMAJUBA DISTRICT MUNICIPALITY

Amajuba District Municipality, situated in Madadeni is an equal opportunity, affirmative action employer  
Suitably qualified candidates are invited to apply for the post as indicated below.

### **MUNICIPAL MANAGER: REF: OMM0001**

This is a Fixed-Term Employment Contract for 5 years and the incumbent shall be expected to sign an Employment Contract, a Performance Agreement and disclosure of financial interest

**Key Requirements:** • A recognised B degree in Public Administration, Political Science or equivalent NQF 7 qualification

A qualification relating to the National Treasury Competency Requirements for Senior Officials e.g. CPMD/MFMP/ELMDP.

Competencies as per GG No: 29967, June 2007 and Government Gazette No. 37245 of 17 January 2014

**Knowledge: Minimum of 5 years' experience at Senior Management level;  
Extensive and practical knowledge of the local government environment;  
Advanced knowledge and understanding of legislations and policies;  
Advanced knowledge of Council operations and delegation of powers;  
Audit and risk management establishment and functionality;**

The successful applicant will be responsible and accountable in terms of all applicable legislation including the ff:

- To comply with the functions of the Municipal Manager as prescribed in Section 55 of the Municipal System Act, 32 of 2000;
- The formation and development of an economic, effective and accountable administration
- The drafting and implementation of the municipality's Integrated Development Plan.
- The development and implementation of the municipality's Performance Management System.
- The management of the municipality's administration in accordance with the Constitution, the Local Government Municipal Structures Act, the Municipal Systems Act, the Municipal Finance Management Act, and other national and provincial legislation applicable to the municipality.
- Developing and maintaining a system to assess community satisfaction with municipal services.
- The appointment, management, effective utilization of staff, and maintaining staff discipline.
- The promotion of sound labour relations and compliance by the municipality with applicable labour legislation.
- Advising the political structures and political office-bearers of the municipality, managing communications between them, and administering and carrying out their decisions.
- The administration and implementation of the municipality's, by-laws and other legislation.
- All income and expenditure of the municipality, all assets, liabilities of the municipality, and proper and diligent compliance with applicable municipal finance management legislation.
- Implementation of strategic goals of the municipality through co-operation and innovative teamwork.

Remuneration: All-inclusive salary: **Minimum R 1 011 686p.a. - Midpoint point R1 176 380p.a. and Maximum R1 341 073 p.a.** In line with Notice that the Minister published in the Government Gazette dated 04 July 2016 which effectively sets upper limits on the remuneration packages to be paid.

Applications must be submitted on an official Amajuba District Municipality's application form that is downloadable on our website: [www.amajuba.gov.za](http://www.amajuba.gov.za) and must be accompanied by a comprehensive CV, original certified copies of certificates(not older than three months), Identity Document, Drivers licence and covering letter. Applications not made on the official form will not be considered.

Facsimiles, emails or late applications will **not** be accepted. Only short-listed applicants will be contacted. If you are not contacted one month after the closing date, your application would have been unsuccessful. Short-listed candidates will be subjected to security, reference checks as well as competency assessments as per regulations. *Enquiries may be directed to Human Resources Section at 034 329 7200.*

**Closing date for all applications: 03 February 2017**

Applications may also be hand delivered to the Reception or forward by post to:

**His Worship, The Mayor, Cllr MG Ngubane  
Amajuba District Municipality  
Private Bag X6615  
Newcastle 2940**

