



Breede Valley Municipality is an equal opportunity employer upholding the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post

MUNICIPAL MANAGER

The annual total remuneration package ranges from Minimum R1 277 473/ Midpoint R1 511 803 and Maximum R1 698 473

An all-inclusive negotiable remuneration package above, i.t.o. the Upper Limits of Total Remuneration Packages payable to municipal managers and managers directly accountable to the Municipal Manager (GN. 351, published under GG. 43122, dated 20 March 2020, read with GNR. 1912, published under GG. 46062 dated 18 March 2022), subject to the signing of an employment contract, a performance agreement and disclosure form for benefits and financial interests. Appointment will be subject to security vetting. The incumbent will be stationed at Breede Valley Municipality, Worcester.

The post is subject to a fixed term of employment up to a maximum of five years, not exceeding a period ending one year after the election of the next council of the municipality, as well as acceptable conduct and performance during the term.

Competencies: Advanced knowledge and understanding of relevant policies and legislation; advanced understanding of institutional governance systems and performance management; advanced understanding of 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 in at least two of the three official languages of the Western Cape; valid driver's license and must have no criminal record.

The Municipal Manager, as the Head of Administration and the Accounting Officer, will be responsible for the general performance of the organization and to manage and direct the administrative and operational aspects of the Municipality in order to achieve the strategic objectives of the Council.

Key Duties/ Responsibilities: The development and management of an economically effective, accountable administration which is equipped to implement; the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community; the management of the provision of services to the local community in a sustainable and equitable manner; the appointment, training, discipline and effective utilisation of staff; the promotion of sound labour relations and compliance with applicable labour legislations; advising the political structures and political office bearers, managing communication between these parties as well as carrying out their decisions; the administration and implementation of the municipality's by-laws and other legislations; exercising of any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the municipality; facilitating participation by the local community in the affairs of the municipality; developing and maintaining a system for assessment of community satisfaction with the municipal services; the performance of any other function that may be assigned by the municipal council and as accounting officer; 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.

Requirements: South African citizenship or permanent resident. At least a B Degree in Public Administration/Political Sciences/Law, or relevant equivalent qualification registered on the National Qualifications Framework at a NQF Level 7 with a minimum of 360 credits at an acceptable institution; compliance with minimum requirements as legislated; the required 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 date 17 January 2014.

Added Advantage: a post graduate qualification in the fields related to public administration or equivalent will be an added advantage. Compliance with Regulation 3 of the Municipal Regulations on Minimum Competency Levels IGNR. 493 published under GG. 29967 of 15 June 2007 and as amended by GNR.1146 published under GG. 41996 of 26 October 2018 (Candidates who have not yet attained the required Minimum Competency Level in the Unit Standards prescribed for Senior Managers Regulation 73 of the Regulations, will be afforded 18 (eighteen) months from date of appointment to attain such competency as prescribed).

Experience: Minimum of 5 years relevant experience at a senior management level and have a proven institutional transformation record in the public or private sector

PLEASE NOTE:

1. Please read the conditions carefully - only those who comply with the conditions will be considered.
2. To apply with assured confidence, **please send your application form (Annexure C of GG 37245 dated 17 January 2014)**, CV, certified copies of qualifications, approval for vetting and covering letter (including details of at least 3 contactable references and the relevant reference number) to snrmgrapp@bvm.gov.za
3. For enquiries contact the office of the Manager: Human Resources on (023) 348 2618/Human Resources Officer (023) 348 4957 or email at snrmgrapp@bvm.gov.za

All applications should reach us by **28 June 2022 at 13:00**

- No late applications will be considered.
- No faxes will be accepted.
- If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.
- Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- The Municipality reserves its right not to make an appointment.