



# LEJWELEPUTSWA DISTRICT MUNICIPALITY



The Lejweleputswa District Municipality situated in Welkom in the Free State Province hereby invites suitably qualified individuals to apply for the Municipal Manager's post:

## Office of the Municipal Manager

### MUNICIPAL MANAGER

**(Fixed-term performance-based contract linked to the term of the current Council)**

**Remuneration package: R1 067 587 (minimum); R1 227 113 (midpoint); R1 386 637 (maximum) per annum all-inclusive (as determined by Notice No: 43122 of 2020 on upper limits for Municipal Managers for a Category 3 Municipality)**

**The appointment will be made in compliance with the provisions of sections 54A & 57 of the Local Government: Municipal Systems Amendment Act 7 of 2011**

Reporting to the Executive Mayor, the Municipal Manager will be responsible for leadership and direction of the administration of the Municipality through effective strategies to fulfill the objectives of the Local Government provided for in the Constitution of the Republic of South Africa and any legislative framework that governs Local Government. He/she will foster relationship between the Municipal Council and the administration of the Municipality as well as key stakeholders and environment that defines the purpose and role of local government as a means to involve people in shaping the future of our communities.

**Requirements:** • A Bachelor's degree/B Tech in Public Administration or Public Management, Law or equivalent.

**Added Advantage:** A postgraduate degree, registration with professional bodies and certificate in Municipal Financial Management Programme as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007 will serve as added advantage

**Experience:** 5 years' experience in a Senior Management position at Local Government level/public service and have proven successful institutional transformation within public or private sector;

**Knowledge:** 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; Audit and Risk Management establishment and functionality; Proven experience in Local Economic Development, Integrated Development Programmes and sustainable rural development, The ability to communicate and negotiate at all levels of Government and with all relevant role-players • The ability to provide strategic visionary and innovative leadership; Excellent communication and report-writing skills • Sound understanding of computers (MS Word, Excel, PowerPoint) • A valid driver's license.

**Skills and competencies:** • Strategic leadership and management • Strategic financial management • Governance, ethics and values in the public sector • The ability to interact with other people • Presentation skills • People management and interpersonal skills • Excellent stakeholder relations • In-depth knowledge of current trends in innovation and practices to be able to analyse and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions • Analytical thinking • Policy conceptualisation and implementation • Conflict management • Risk and change management • Mediation skills • Diversity management • Project management.

**Key performance areas:** • Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000, and including but not limited to: • Assume responsibilities of an Accounting Officer and Head of Administration • Manage the interface with the Executive Mayor and Council so that the Administration is aligned with the priorities of the Council • Provide advisory and support services to the Executive Mayor, Mayoral Committee and Council with regard to policy issues • Provide leadership and



and efficient service delivery • Manage the Municipality's administration in accordance with the Constitution, Local Government Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act and communities in a suitable and equitable manner • Promote sound labour relations and compliance by the Municipality with applicable labour legislation • Form and develop an economic, efficient and accountable administration • Appoint, manage, effectively utilize and train staff and maintain staff discipline • Be responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality and proper and diligent compliance with applicable Municipal Finance Management legislation.

**Please note:**

**Interested persons meeting the above-mentioned requirements are requested to complete** an official application form, **Annexure C form as stipulated on the Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers of 2014: which is also accessible on the following website: [www.gpwonline.co.za](http://www.gpwonline.co.za) and at [www.mylejweleputswa.co.za](http://www.mylejweleputswa.co.za)** The application form must be accompanied by detailed CV with contactable references, recently certified original copies of qualifications, Identity document, driver's licence and covering letter depicting the reference number of the post applied for and enclosed in an envelope clearly marked "**Application for the post: Municipal Manager** No applications will be considered if it is not on the official application form. Faxed, e-mailed and late applications will also not be considered.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof; Shortlisted candidates will be subjected to qualification verification, security vetting, criminal record checking and signing of indemnity forms; Only candidates who meet the above-mentioned competencies will be shortlisted; Recommended candidates will be subjected to a competency based assessment over 2 day's prior appointment; The successful candidate will be required to sign an employment contract on or before commencement of duty, a performance agreement contract and disclosure of financial interest within 60 days of appointment. Due to the large number of applications we envisage to receive, applications will not be acknowledged, Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful, The Municipality subscribes to and promotes the principles of employment equity and affirmative action.

The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found, Candidates should note that some of the above-mentioned competencies may at the discretion of the Council be formally assessed as part of the selection process; The appointed candidates will be stationed in Welkom (Head Office), however Council reserves a right to place and move candidates anywhere in the municipality based on operational requirements.

**Application forms must be forwarded to the Executive Mayor, Cllr V Ntakumbana Lejweleputswa District Municipality, PO Box 2163, Welkom 9460, or hand deliver applications at the Municipal Building, corner Tempest & Jan Hofmeyer Roads, Jim Fouche Park Welkom 9460.**

**Enquiries: Office of the Municipal Manager: Mr Yolisa Kupiso - Acting Municipal Manager**  
Email: [mm@lejwe.co.za](mailto:mm@lejwe.co.za) / [yolisa@lejwe.co.za](mailto:yolisa@lejwe.co.za)

**Mrs. Nelisa Mgobozi - Acting Executive Manager: Corporate Services**  
Email: [nelisa@lejwe.co.za](mailto:nelisa@lejwe.co.za)

**Mr. Khaya Mqeke - Acting Chief of Staff in the Office of the Executive Mayor**  
Email: [khaya@lejwe.co.za](mailto:khaya@lejwe.co.za)

**Tel: (057) 353 3094/5/6/7**

**CLOSING DATE: Friday, 27 May 2022 before 15H00pm.**



**CLLR V NTAKUMBANA  
HONOURABLE EXECUTIVE MAYOR**