



# LEJWELEPUTSWA DISTRICT MUNICIPALITY

## ADVERTISEMENT

Applications are hereby invited from suitably qualified persons to apply for the following positions in the Lejweleputswa District Municipality:

### **MUNICIPAL MANAGER** (Performance-based, fixed-term contract) **REMUNERATION: NEGOTIABLE**

#### **Requirements:**

B-degree or equivalent with 4 - 5 years' Local Government experience at managerial level and minimum competency requirements as per National Treasury Regulations.

#### **Competencies:**

Strategic capability; Project Management; Financial Management; Service Delivery; Problem solving and analytical thinking; Communication; Interpersonal relations; Conflict Management.

#### **Responsibilities:**

- ▶ Establish and develop a sound economic, effective and accountable administration.
- ▶ Ensure the implementation of the performance management system as prescribed by the Municipal Systems Act.
- ▶ Advise the political structures and political office bearers of the Municipality, the Municipal Council or other delegated authorities of the Municipality.
- ▶ Control, coordinate and generally supervise all heads of departments of the municipality in a suitable manner.
- ▶ Ensure that the Municipality complies with the legislative, executive and other obligations.
- ▶ Ensure implementation of the integrated development programmes.
- ▶ Render support to the Executive Mayor.
- ▶ Promote communication between the municipality and the residents within the municipal area and other stakeholders.
- ▶ As accounting officer be responsible and accountable 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 Local Government Legislation.

### **EXECUTIVE MANAGER: CORPORATE SERVICES** (5-year performance-based, fixed-term contract) **REMUNERATION: NEGOTIABLE**

#### **Requirements:**

- ▶ Relevant degree/diploma in the field of Municipal Management and minimum requirements competency levels as per National Treasury Regulations.
- ▶ Minimum of 5 years' relevant experience in the field of Human Resources.
- ▶ Demonstrable past general management experience.
- ▶ Administration and Local Government management in general.
- ▶ Knowledge of and experience in good corporate governance and compliance in a Local Government environment as well as policy formulation and implementation.
- ▶ Valid driver's licence (minimum Code B).

#### **Competencies:**

- ▶ Strategic thinking as well as formulation of strategies and objectives are essential.
- ▶ Practical understanding of the constitutional, legislative and policy frameworks governing the local sphere of Government and in particular, the responsibilities of a Senior Manager in terms of the Municipal Systems Act (32 of 2000) and the Municipal Finance Management Act (56 of 2003).

#### **Responsibilities:**

- ▶ Provide strategic guidance and leadership towards the rendering of Human Resources Management and Administration Services for the Municipality.
- ▶ Ensure the development, implementation, monitoring and evaluation of strategies and programmes that work towards the achievement of goals relating to personnel provision, organisational development and personnel administration.
- ▶ Develop and manage policies and systems to ensure smooth running of the day-to-day operations, procedures and processes that relate to all the above stated functions.
- ▶ Provide legal advice.
- ▶ Provide advice and assistance to senior management and council leadership regarding relevant policy and legislative issues of compliance.
- ▶ Compile and manage the departmental budget.
- ▶ Prepare and submit reports to the Municipal Manager and committees so that they are informed of the issues relevant to Corporate Services Department.
- ▶ Compile annual reports.
- ▶ Ensure optimum utilisation of Council resources.
- ▶ Lead and manage staff and all related resources.

**The Lejweleputswa District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.**

#### **DIRECTIONS TO CANDIDATES**

1. Applications, together with a comprehensive CV and certified copies of qualifications, can be directed to: **The Acting Municipal Manager, Lejweleputswa District Municipality, c/o Tempest and Jan Hoffmeyer Road, PO Box 2163, WELKOM 9459.**
2. **Late, faxed and/or e-mailed applications will not be considered.**
3. Canvassing will automatically disqualify a candidate.
4. Enquiries should be directed to the **Human Resources Section Me Selina Maselwanyana, tel: 057 353 3094.**
5. Should you not receive any response within 2 months after the closing date consider your application unsuccessful.
6. The Municipality reserves the right not to make any appointment.

**Closing date: 31 January 2013.**

**Please Note: Applications received after the closing date will not be considered.**

**MM MTHOMBENI**  
**ACTING DISTRICT MUNICIPAL MANAGER**