



LEPELLE-NKUMPI LOCAL MUNICIPALITY

www.lepelle-nkumpi.gov.za

Lepelle-Nkumpi Local Municipality is situated in the Capricorn District Municipality of Limpopo Province. The Municipality boost great tourism development potential and also ever increasing discovery of both underground and surface mineral deposits. It is also the seat of the Limpopo Provincial Legislature and situate south east of Polokwane.

THE FOLLOWING VACANT POSTS EXISTS FOR FILLING BY SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES INTERNAL AND EXTERNAL

MUNICIPAL MANAGER'S OFFICE MUNICIPAL MANAGER

Fixed - term employment contract for (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form.

ANNUAL TOTAL REMUNERATION PACKAGE: R930 409.00 (minimum) or R1 069 436.00 (midpoint) or R1 206 463.00 (maximum) per annum

(The offer of remuneration will be determent by competence and current salary earnings read together with the guidelines as set out in Government Gazette Number 40117 dated 1 July 2016)

REQUIREMENTS: B-degree in Public administration / Political Science / Social Sciences / Law or relevant equivalent qualification and minimum competency levels as set out Government Gazette Number 29967 dated 15 June 2007. Five (5) years experience at a senior management level in local government environment and have proven successful institutional transformation within public and private sector. The successful candidates will be required to sign a performance agreement.

KNOWLEDGE: Extensive Knowledge on legislation patterning to local government and financial management, Service delivery innovations and strategic Capabilities. Good knowledge of local government performance management system.

Proven ability to communicate and negotiate at all levels of government. Good knowledge of councillor operation and delegation of powers. King III code. Advanced understanding of institutional government system and performance management. Advanced understanding of councillor operations. Good governance. Audit and risk management establishment and functionality as well as budget and finance management.

CORE COMPETENCIES: Customer management, Ethics, Integrity and professionalism. Impact influence. Governance and risk management, services delivery. Critical thinking. Financial management, knowledge and information management. Negotiations and conflict resolutions. People management. Planning and organizing.

KEY RESPONSIBILITIES: As the accounting officer and head of Administration, the incumbent will take the responsibility for overall performance in the following areas: Formulating and developing an economically suitable effective and efficient integrated Development plan. Developing and implementing the Municipality s performance management system. Managing the municipal finance management Act, Municipal system act, and other relevant legislations applicable to the municipality. Managing the provision of services to the communities in the affairs of the municipalities. Developing and maintaining a system to assess community satisfaction with municipal services. Managing, appointing and maintain staff discipline. Ensuring effective and efficient utilization of the resources of the municipality. Promoting sound labour relations and compliances by municipality with applicable labour legislation. Advising office bearers with regards to the legal implications of council decisions. Managing communications between office bearers and personnel. Administering and overseeing the implementation of municipal policies, by law and other relevant provincial and national legislation. Ensuring sound management of all assets, income and expenditure of the municipality, managing the municipality in the efficient and effective manner, implementing the strategic goals of the Municipality through cooperative and innovative teamwork.

CORPORATE SERVICES EXECUTIVE MANAGER: CORPORATE SERVICES

The fixed - term employment contract for (5) years and the incumbent shall be expected to sign an employment contract, a performance agreement and complete the disclosure of financial interest form.

ANNUAL TOTAL REMUNERATION PACKAGE: R768 305.00(minimum) or R878 063.00 (midpoint) or R987 820'00 (maximum)

The offer of remuneration will be determent by competence and current salary earnings read together with the guidelines as set out in Government Gazette No 40117 dated 1 July 2016)

REQUIREMENTS: the applicant must be in possession of a Bachelor Degree in Public Administration/ Management Sciences/law; or equivalent and minimum competency levels as set out Government Gazette Number 29967 dated 15 June 2007. The incumbent must have a minimum of five (5) years relevant experience at middle management level and have proven successful management experience in administration. The successful candidates will be required to sign a performance agreement.

KNOWLEDGE: Good knowledge and understanding of relevant policies and legislation; Good Knowledge and understanding of institutional governance system and performance management, Good knowledge of corporate support services including: Human capital management; Legal services, Facilities management, Information communication technology; an, Council support, Good knowledge of supply chain management regulations and the preferential procurement policy framework Act, 2000(Act No.5 of 2000). Good governance; Labour Relations Act, and other labour-related prescripts; Legal background and human capital management; and Knowledge of coordination and oversight of all specialized support factions.

CORE COMPETENCIES: Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication and results and quality focus

KEY RESPONSIBILITIES : reporting to the municipal manager the incumbent will be responsible to lead, direct and manage staff within the department so that they are able to meet their departmental and organisational objectives, this includes the provision of auxiliary support services to the municipality; the provision of sustainable records management service, the recruitment and retention of competent of competent human capital; the promotion of sound labour relations; provision of legal services as well as the provision of information technology and support to the municipality. Development of a GRAP compliant MTREF budget for the department, efficiently manage and control the budget for the department; prepare and submit required reports to the municipal manager and relevant political structures; ensure support to category C municipalities budget implementation plan(SDBIP); attending all council and relevant meetings and making recommendation as required and implementing decision; advising council on all matters of the department; perform any other related as requested by the municipal manager.

Application for senior managers posts must be submitted on the official application form (Annexure C) as prescribed in terms Local Government: Municipal system act, 2000(Act No. 32 of 2000) Published in Government Gazette No. 37245, dated 17 January 2014 for regulation on appointment and conditions of employment of senior managers, obtainable from our municipal website. The form must be accompanied by a detailed CV, certified copies of certificates, ID and other relevant supporting documents. The applications must be submitted or hand delivered to the registry office Lepelle-Nkumpi Municipality , 170 BA Civic Centre Unit F, Lebowaqomo, 0737 or they can be posted for the attention of **Acting Municipal Manager, Lepelle-Nkumpi Municipality, Private Bag X07 Chuenespoort, 0745.** An application which is not made on the prescribed form will not be considered. The shortlisted candidates will be subjected to screening and vetting process to determine suitability.

All enquiries must be directed to Ms. M.V Muparutsa - 01 633 4533 and Mr. C.R Mphahlele - 015 633 4522. if you don't hear from us within two months after the closing date, please accept that your application was unsuccessful and correspondence will be entered into with short listing candidates only. The shortlisted candidates will be subjected to screening.

FAXED AND E-MAIL APPLICATIONS ARE NOT ACCEPTABLE, LEPELLE-NKUMPI IS AN EQUAL OPPORTUNITY EMPLOYER.

People from the designated group are urged to apply.

CLOSING DATE: 21 OCTOBER 2016