

STELLENBOSCH MUNICIPALITY

strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity Employer, we currently offer the following vacancy to an appropriately qualified and experienced individual.



Municipal Manager



(Performance-based 5-year fixed-term contract)

(Fixed-term contract of employment, maximum of 5 years not exceeding a period ending one year after the 2026 Local Government Elections)

REMUNERATION PACKAGE: (R 1 277 473 - R1 698 573) As determined by the relevant Government Notice (25 March 2020) on Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers, or as amended at the time of appointment. Negotiations with the preferred candidate outside the Upper Limits amount applicable is be subject to the Minister's (COCTA) approval.

The appointment will be made in compliance with the provisions of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

Work Center: Plein Street, Stellenbosch

MINIMUM REQUIREMENTS: • Bachelor degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent qualification (NQF Level 7) • Compliance with the minimum competency levels as prescribed by Government Gazette No. 29967 of 15 June 2007 • Candidates who are not in possession of the minimum competency certificate will be given an opportunity to obtain such certificate within 18 months of appointment, in accordance with Government Notice No. 91 of 3 February 2017, as promulgated in Government Gazette No. 40593 • A minimum of five (5) years' relevant experience at senior management level and proven successful institutional transformation within public or private sector in financial management, policy development and management, strategic planning and implementation, programme management, monitoring and evaluation, and reporting on service delivery • Must possess the Core Competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers, as set out in Government Gazette No. 37245, dated 17 January 2014 • Valid Code B driver's license.

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 system of delegation of powers • Good governance • Audit and risk management establishment and functionality Budget and finance management.

Personal attributes: • Integrity, honesty, maturity and courtesy • Diplomacy and commitment to providing progressive democratic and accountable government • Strategist and excellent corporate planner • Excellent communication and motivational skills • Advanced negotiation skills • Analytical thinker • Diversity management skills.

Key performance areas: • Carry out the duties of the Municipal Manager and Head of the Administration as contained in Section 57 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) • Integrate the municipality's Integrated Development Plan and monitor its progress in terms of implementation • Responsible for the formation and development of an economic, effective, efficient and accountable administration • Ensure the implementation of the performance management system as prescribed by the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) • Manage the municipality's administration in accordance with the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and other applicable legislation • Manage the provision of services to the local community in a sustainable and equitable manner • Appoint staff other than those referred to in terms of Section 56 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and ensure effective utilisation, training and discipline of staff • Provide sound and strategic advice to political structures and political office-bearers of the municipality • Manage communication between the municipality's administration and its political structures • Exercise any powers and duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality, to the Municipal Manager • Ensure the implementation of national and provincial legislation applicable to the municipality • 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 implementation of and compliance with national and provincial legislation applicable to the municipality.

NB: Stellenbosch Municipality is an Equal opportunity employer. Candidates from designated groups are encouraged to apply, including those living with disabilities. EE will be taken into account when candidates are considered. Shortlisted candidates will be subjected to competency assessments and security vetting. The successful candidate will be required to sign a fixed-term employment contract with the municipality, as well be subjected to performance assessment through a signed annual performance agreement and must disclose his/her financial interest.

Enquiries should be directed to the Human Resources Department: For attention Alexander Kannemeyer

Interested persons should complete the official application form which is available at the office of the Senior Manager: Human Resources, at 021 808 8056 or on the website at www.stellenbosch.gov.za

The detailed CV's must be attached to the application form, accompanied by originally certified true copies of qualification certificates, inclusive of a certified statement of Unit Standards obtained in relation to the Municipal Minimum Competency qualification, identity document and driver's license and submitted to the Stellenbosch Municipality, 71 Plein Street, Stellenbosch, 7600 (in a sealed envelope clearly marked and for attention of the Senior Manager: Human Resources).

Please Note: NO Faxed, e-mailed, incomplete and or late applications will be considered.

Closing date: 3 November 2021 at 16h00

Should you not be contacted within 3 months of the closing date of the advertisement please consider your application unsuccessful. Council reserves the right not to make an appointment.