**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**CS38/2017**

The following vacancy exist in the department as mentioned hereunder :-

1. **MUNICIPAL MANAGER : POST ID : MM1 (Fixed term performance contract for a period of five (5) years)**

Remuneration : R1 276 174,00 – R1 528 351,00 - R1 780 530,00 (Annual total remuneration package). In accordance with Government Notice 381 of Local Government Gazette 40118 of 4 July 2016.

The appointment made will be subject to the signing of an employment contract, a performance agreement and disclosure of financial interest. Appointment will be done according to the regulations on appointment and Conditions of Employment of Senior Managers.

The Candidate will be required to disclose all financial interests and will be subjected to competency assessment.

Minimum Qualifications : A Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent. Must have a valid unendorsed driver’s license. 5 Years relevant experience at a senior management level and have proven successful institutional transformation within public or private sector.

Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007. A person who does not meet the minimum competency levels in the unit standards will be given an opportunity to attain the minimum competency levels within 18 months from the date of appointment.

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. Good governance. Audit and risk management establishment and functionality. Budget and finance management.

Key Responsibilities : To comply with the functions of the Municipal Manager as prescribed in section 55 of the Municipal Systems Act, 32 of 2000. Equipped to carry out the task of implementing the Municipality’s integrated development plan in accordance with Chapter 5 of the Systems Act. Operating in accordance with the Municipality’s Performance Management System in accordance with Chapter 6 of the Systems Act. Responsive to the needs of the local community to participate in the affairs of the Municipality.

**Detailed CV’s as well as the completed “Annexure C” application form referred to above can be forwarded to Mr A Masondo at the office of the Mayor, Civic Centre, Scott Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Mayor, Councillor E M Nkosi at 034 – 328 7737.**

**Please note** : Candidates are required to complete the prescribed “Annexure C” application form as per Government Gazette No. 37245 of 17 January 2014 which is obtainable from all Municipalities as well as the internet at [www.gpwonline.co.za](http://www.gpwonline.co.za/) (Failure to do so will result in the candidate being disqualified). Certified copies (not older than 3 months) of academic qualifications and a detailed CV must accompany your application.

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The employee’s ordinary place to be stationed will be Newcastle, provided that the municipality may require the employee to work at such places within the Republic of South Africa as may be necessary, whether on a temporary or permanent basis and may require the employee to travel internationally in the performance of his duties.

**NOTE** : It will be expected of the successful candidate/s to attain Local Government : Municipal Finance Management Act, 2003 (MFMA) : Minimum Competency Levels in unit standards as per Government Notice 21 No. R493 of Gazette 37245 of 15 June 2007 within eighteen (18) months of commencement of service. Failure to do so will result in the contract of employment to be rescinded.

* Canvassing for appointment will automatically disqualify an applicant.
* If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
* The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
* **NO** late applications will be accepted.
* **NO** e-mails or faxes will be accepted.
* The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
* All applicants may be required to undergo a proficiency test.
* **NO** applications shall be considered without certified copies of the original documents of qualifications.
* The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
* It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
* Applicants must have no criminal record or pending criminal/departmental or civil cases.
* Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
* Applicants should be a South African citizen or permanent resident.
* **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.
* Costs incurred for attending an interview will be for the candidate’s own account.

## The Municipality reserves the right not to make any appointment. Newcastle Municipality is an equal opportunity and affirmative action employer. We are committed to the achievement and maintenance of diversity and equity in employment.

## CLOSING DATE : 22 SEPTEMBER 2017