

# Blouberg Municipality



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Blouberg Local Municipality hereby invites suitably qualified persons to apply for the following vacant position

**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**

**POSITION: 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: R885.394 (minimum) -- R1 104.225 (maximum) per annum**

(The offer of remuneration will be determined 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 in the Government Gazette Number 29967 dated 15 June 2007. Five (5) years' relevant 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 pertaining 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 councilor operation and delegation of powers. King III code. Advanced knowledge and understanding of relevant policy and legislation; Advanced understanding of institutional government system and performance management. Advanced understanding of councilors' operations and delegation of powers. 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 .Oversee the implementation of Mscoa. 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.

Applications 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 ([www.blouberg.gov.za](http://www.blouberg.gov.za)). 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 Blouberg Municipality, **2<sup>nd</sup> Building Mogwadi Senwabarwana road, Senwabarwana 0790** or can be posted for the attention of Human Resources **Manager, Blouberg Municipality, PO BOX 1593 Senwabarwana, 0790**. 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 HR Manager: Ms. **MP Netshimbupfe 015 505 7100/24**. Should you not 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 undergo security vetting; competency assessment; screening and verification of qualifications. People from the designated groups are urged to apply. Blouberg Municipality is an equal opportunity employer. **Faxed and E-mail applications will not be acceptable.**

**CLOSING DATE: 31 JANUARY 2017**