



# SAKHISIZWE

## MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455  
ERF 5556, UMTATHA ROAD: TEL – 047-877 5200, FAX – 047 – 877 0000  
P.O.BOX 21, ELLIOT, 5460  
15 MACLEAR ROAD, ELLIOT: TEL – 045 – 931 1011 / FAX – 045 – 9311 361  
WWW.SAKHISIZWE.GOV.ZA

### VACANT POSTS

Applications are hereby invited from suitable qualified candidates for the following positions:

#### 1. MUNICIPAL MANAGER

**FIVE YEAR FIXED TERM PERFORMANCE BASED CONTRACT**  
**REMUNERATION: (R804440 - R983204 PER ANNUM)**

#### MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree in Public Administration/Political Sciences/Social Science/Law or equivalent
- Minimum 5 years relevant experience in senior management level preferable in Local Government.
- Certificate Programme in Municipal Development (CPMD) or Executive Leadership Municipal Development Programme (ELMDP)
- Computer Literacy
- Code 08 driving 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 delegation of powers
- Good Governance
- Audit and risk management establishment and functionality
- Budget and finance management

#### KEY PERFORMANCE AREAS:

- Formulating and developing and economically sustainable, effective, efficient and Integrated Development Plan.
- Developing and Implementing the Municipality's Performance Management System.
- Managing the Municipality's administration in accordance with the Constitution of the Republic, Municipal Finance Management Act, Municipal Systems Act and other relevant legislation applicable to the Municipality.
- Managing the provision of service to local communities in the affairs of the Municipality.
- Developing and maintaining a system to assess community satisfaction with Municipal services.
- Managing, appointing and maintaining staff discipline.
- Ensuring effective and efficient utilisation of the resources of the Municipality with applicable labour legislation.
- Advising Office Bearers with regard to the legal implications of Council decisions.
- Managing communication between Office Bearers and personnel
- Administering and overseeing the implementation of Municipal Policies, By-Laws and other relevant provincial and national legislation.
- Ensuring sound management of all assets, income and expenditure of the Municipality.
- Discharging the liabilities of the Municipality in an effective manner.
- Implementing the strategic goals for the municipality in an efficient and effective manner.
- Implementing the strategic goals for the municipality through cooperative and innovative teamwork

**Applications should be addressed to:**

**The Hon. Mayor**

**Councillor S. Nxosi**  
Sakhisizwe Municipality  
PO BOX 26  
CALA

**or delivered**  
Erf 5556  
Umthatha Road

**2. COMMUNITY SERVICES MANAGER**

**FIVE YEAR FIXED TERM PERFORMANCE BASED CONTRACT  
REMUNERATION: (R660487 – R807262 PER ANNUM)**

**MINIMUM QUALIFICATIONS AND REQUIREMENTS:**

- Appropriate B. Degree in Social Sciences/Public Administration/Law or equivalent
- Minimum 5 years relevant experience in senior management level preferable in Local Government.
- Certificate Programme in Municipal Development (CPMD) or Executive Leadership Municipal Development Programme (ELMDP)
- Computer Literacy.
- Code 08 driving 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 delegation of powers
- Good Governance
- Audit and risk management establishment and functionality
- Budget and finance management

**KEY PERFORMANCE AREAS:**

Reporting directly to the Municipal Manager, the post operates at a strategic level and provides strategic support to the business functions within Sakhisizwe Local Municipality with the main focus being:

- Implementation of the strategic goals as identified in the Integrated Development Plan of the Municipality.
- Ensuring the effective management and compliance of legislation and policies in respect of Key Performance Areas.
- Develop and implemented policies, procedures and By-Laws relevant to environmental health and community services.
- Understanding of council operations and delegation of powers, as well as Health Services Management, Cemetery Management, Public Safety, Parks and Recreation Management.
- Execute the approved budget in line with the service delivery and budget implement plan.
- Ability to work under pressure and to tight deadlines.
- Clear understanding of legislation governing local government which amongst others is Municipal Finance Managing Act, Municipal Systems Act and Structures Act.

**Applications should be addressed to:**

**The Acting Municipal Manager**

**S. Tunzi**  
Sakhisizwe Municipality  
PO BOX 26  
CALA  
5455

**or delivered**  
Erf 5556  
Umthatha Road  
CALA

Interested person should submit their detailed CV's, certified copies of qualifications and supporting documents with application form as stipulated in the Local Government Regulation on appointment and conditions of employment for Senior Managers, Government Gazette No 37245 dated 17 January 2014: All shortlisted candidates may be subjected to security vetting disclosure of financial interest, signing employment contract and performance agreement. The application form is available on the following website [www.sakhisizwe.gov.za](http://www.sakhisizwe.gov.za)

**Faxed/email application will not be accepted**

Sakhisizwe Municipality is an Affirmative Action and Equal opportunity employer, it encourages people with disabilities and women to apply and disclose the nature of their disabilities for the purpose of addressing the Municipalities Employment Equity Plan. Correspondence will be limited to successful candidates only. If you have not been contacted within 01 month from the closing date, please accept that your application has been unsuccessful. Canvassing of Councillors is not permitted and will result to disqualification thereof. The Council reserves the right not to make any appointment.

**For enquiries contact Corporate Services Manager at 047 877 5200**  
**Closing Date: 03rd MARCH 2017 @16H00**