



# SAKHISIZWE

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455

ERF 5556, UMTHATHA ROAD: TEL – 047-877 5200, FAX – 047 – 877 0000

P.O.BOX 21, EKHOWA, 5460

15 MACLEAR ROAD, EKHOWA: TEL – 045 – 9311011 / FAX – 045 – 9311 361

WWW.SAKHISIZWE.GOV.ZA

<b>OFFICE OF THE MAYOR POSITION 1: MUNICIPAL MANAGER</b>	
<b>CONTRACT</b>	<b>FIVE (5) YEAR FIXED TERM PERFORMANCE BASED CONTRACT.</b>
<b>ALL INCLUSIVE PACKAGE</b>	A competitive remuneration package commensurate with experience and proven competence is on offer, plus a remote allowance, the total remuneration package is excluding a performance-based bonus. Total Remuneration package will be in terms of Government Gazette No 43122 dated 20 March 2020 <b>Remuneration: minimum – R992,705 midpoint – R1,087,143 maximum – R1,195,857.</b>
<b>PLACE</b>	<b>CALA &amp; EKHOWA (Elliot), Eastern Cape</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Matriculation or equivalent certificate</li> <li>• B-Degree in Public Administration/Public Management/Political Sciences / Social Science /Law or Equivalent (NQF Level 7) Qualification</li> <li>• A relevant and appropriate NQF level 8 qualifications will be a strong recommendation. Compliance with the minimum competency levels as prescribed by the Government Gazette no 29967 of 15 June 2007</li> <li>• Planning and organising skills. A minimum of a five years' relevant experience at a senior management level</li> <li>•Have proven successful institutional transformation within public or private sector</li> <li>•Good communication skills</li> <li>•Advanced knowledge and understanding of relevant polices and legislation</li> <li>•Advanced understanding of institutional governance systems and performance management</li> <li>•Advanced understanding of Council Operations and delegation of powers</li> <li>•Good Governance</li> <li>•Audit and Risk Management establishment and functionality</li> <li>•Budget and Financial Management</li> <li>•A valid Code B Driving Licence</li> <li>•Willingness and ability to work over and above call of work and under pressure</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To head and manage the administration of the Municipality subject to relevant legislation and Council policies</li> <li>• To manage</li> </ul>

	<p>the interface between the political and administrative structures of the municipality • To implement the Municipality's Integrated Development plan • Ensure the development and implementation of strategies that will have a measurable impact on organizational productivity and financial performance • Development and management of Performance Management System of the Municipality • Management of the provision of services to the local community in a sustainable and equitable manner • Facilitate the participation of the local community of the Municipality • Develop and maintain a system to assess community satisfaction with municipal services • Ensure the sound management of all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality and proper diligent compliance with applicable municipal finance management legislation • Give advice to political structures and political office bearers of the municipality, setting sound communication with them and administering and carrying out their decisions • To exercise any powers and perform any duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality</p>
<p><b>Key Competencies</b></p>	<p>The following competencies as described in the National Treasury Minimum Competency Framework for Accounting Officers are essential for the Municipal Manager:</p> <ul style="list-style-type: none"> <li>• Ability and commitment to develop a rural environment</li> <li>• Ability to provide, strategic, visionary and innovative leadership and management</li> <li>• Strategic and Operational Financial Management</li> <li>• Governance, Ethics and Values in Financial Management</li> <li>• Financial and Performance Reporting</li> <li>• Risk and Change Management</li> <li>• Project Management</li> <li>• Legislation, Policy and Implementation</li> <li>• Stakeholder Relations</li> <li>• Supply Chain Management</li> <li>• Audit and Assurance</li> </ul> <p>An action-driven innovative and result-orientated team player and far-sighted developmental strategist.</p>
<p><b>POSITION 2 : MANAGER: LED</b></p>	
<p>NATURE OF EMPLOYMENT</p>	<p>PERMANENT</p>
<p>REMUNERATION</p>	<ul style="list-style-type: none"> <li>• TASK GRADE: 14</li> <li>• R 422,888.98 – R 548,946.97</li> </ul>
<p>MINIMUM REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• A Bachelor's Degree in Development Studies, Social / Economic Science, Tourism and Economics and Agricultural.</li> <li>• A postgraduate degree in the above field and / or Project Management is an added advantage.</li> <li>• A relevant minimum 3 years working experience in Local Economic Development within Local Government, of which 2 years must have been in a supervisory role or management position.</li> </ul>

	<ul style="list-style-type: none"> <li>• Valid Driver's Licence</li> <li>• Experience in working with urban and rural communities.</li> <li>• Extensive knowledge of legislation applicable to municipal environment and skills to formulate and implement plans/programmes.</li> </ul>
<p>KEY PERFORMANCE AREAS</p>	<ul style="list-style-type: none"> <li>• The person will be responsible for LED, SMME, Agriculture and Tourism.</li> <li>• Formulate / Review and implement the Local Economic Development Strategy.</li> <li>• Assist in the review and implementation of the LED and SMME Development Programmes.</li> <li>• Assist in the identification of LED projects, prepare business plans to source funding for the implementation of LED projects.</li> <li>• Monitor the implementation of LED projects within Sakhisizwe municipality and interact with beneficiaries to ensure the sustainability of projects.</li> <li>• Identify, design and implement appropriate tool, SMME support programmes and support the implementation of agricultural initiatives and projects.</li> <li>• Create a conducive environment for private or business sector to champion and drive local economic development.</li> <li>• Conduct research to determine Local Economic Development and design marketing strategies.</li> <li>• Promote investment in key local economic sectors.</li> <li>• Develop, review and Monitor the implementation of Tourism Master Plan, Tourism routes and facilitate the registration Tourism Business Profiles.</li> <li>• Ensure compliance with all the relevant IDP processes and Policies before approval by the Council.</li> <li>• Prepare and submit proposals/ business plans for local economic development projects and programs in order to secure funding from government and private sector in order to successfully implement them.</li> <li>• Manage and co-ordinate the implementation of approved LED projects and programmes.</li> <li>• Provide technical support to various LED projects and programmes and ensure that the vision of the Municipality is realised.</li> <li>• Prepare and submit different types of reports for Council decision.</li> </ul>

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 successfully 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.

Interested persons should submit their detailed CV's, certified copies of qualifications and supporting documents with application letters to:

**Applications should be addressed to:**

**The MAYOR**

Cllr. Boniswa Ponoshe  
Sakhisizwe Municipality  
P. O. Box 26  
CALA  
5455

**or delivered**

**The MAYOR**

Cllr. Boniswa Ponoshe  
Sakhisizwe Municipality  
ERF 5556 Mthatha Road  
CALA  
5455

**NB: Failure to submit documents listed above will result in disqualification. Faxed/emailed application will not be accepted and APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

***Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.***

**The Municipality reserves the right not to make any appointment in respect of the advertised posts.**

**Closing Date: 29 July 2022@16H00**