



**CEDERBERG MUNICIPALITY**  
**VAKATURES / VACANCIES**  
**NOTICE NUMBER: 161 / 2021**



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

## **MUNICIPAL MANAGER**

**THIS IS A FIVE-YEAR FIXED TERM CONTRACT APPOINTMENT THAT WILL COMMENCE ON 01 JANUARY 2022 AT THE SOONEST.**

Appointment will be made in terms of section 54A of the Municipal Systems Act. Appointment is subject to compliance with the minimum prescribed higher educational qualification, experience and attainment of demonstrated evidence of competent, advanced or superior competency level as measured against the competence requirements for senior managers as set out in the Regulations on Appointment and Conditions of Employment of Senior Managers, Government Notice R.493 of June 2007 as amended in GNR. 1146 published GG 41996, dated 26 October 2018.

**Key Responsibilities:** The overall management of the Municipality in order to ensure efficient and effective provision of services, promoting economic growth, facilitation of social and economic development, and long term sustainability of the Municipality • Perform all functions, duties and responsibilities as contained in relevant local government legislations that impacts on local government, and of management of staff towards fulfilling core basic service delivery functions of the municipality • The development and management of an economically effective, accountable administration • The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community • The management of the provision of services to the local community in a sustainable and equitable manner • The appointment, training, discipline and effective utilisation of staff • The promotion of sound labour relations and compliance with applicable labour legislation • Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their decisions • The administration and implementation of the municipality's by-laws and other legislation • Exercising of any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the municipality • Facilitating participation by the local community in the affairs of the municipality • Developing and maintaining a system for the assessment of community satisfaction with municipal services • The performance of any other function that may be assigned by the municipal council and as accounting officer • Responsible for all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation.

**Requirements include:** A Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent with at least five years' experience at senior management level and a proven record of successful institutional transformation within the public or private sector • Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for accounting officers of municipalities as is provided for in Regulation 493 dated 15 June 2007 or successfully complete the prescribed Unit Standards within 18 months from the date of appointment in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No.40593 • A postgraduate qualification in fields related to public administration will be an added advantage • 5 years' minimum relevant experience at a senior management level and have a proven institutional transformation record in the public or private sector • The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 • The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 • Advanced knowledge and



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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; and good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • The ability to engage strategically with the Executive Mayor, Councillors, communities and residents • An aptitude for strategic / operational planning and implementation management, decision-making, leadership, innovation and motivation • Proven track record of good governance, audit and risk management, budget and finance management • Ability to be an innovative and strategic leader • Good facilitation and communication skills in at least two of the three official languages of the Western Cape • • Computer skills, a valid driver's license and own transport.

**Remuneration:** A total remuneration package: R 1 030 759 – R 1 267 066 as prescribed in the Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers directly accountable to Municipal Managers (Notice no 351 of the Government Gazette no 43122 of March 2020) of a Grade 2 Municipality.

**Closing date for applications:** 05 November 2021 at 12h00.

**IMPORTANT:** Applications must be submitted on an official application form for senior managers to: Private Bag X2, Clanwilliam, 8135. Mark the Envelope clearly: Application for Vacancy Municipal Manager • Application forms are available from the municipal offices and the municipal website: [www.cederbergmunicipality.co.za](http://www.cederbergmunicipality.co.za) Applications must be accompanied by a comprehensive CV with certified copies (not older than 3 months) of qualifications, identity document, driver's license, particulars of at least three contactable references and full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalised, instituted against the applicant in his or her current or previous employment. The successful applicant will have to sign an employment contract, performance agreement and disclose financial interest. All applicants will undergo security vetting. Applications must be hand delivered or posted • The Cederberg Municipality reserves the right not to make an appointment.

**Enquiries:** Contact Henry Witbooi at 027 482 8000 during office hours

**Please Note:** Canvassing any individual member of the Municipality will result in automatic disqualification. No late applications will be considered • Candidates will be expected to complete a practical competency-based and psychometric assessment • Applicants must note that their appointment is subject to the following reference checks: qualifications, criminal records, vetting and record of dismissed staff members contemplated in section 57A of the Municipal Systems Act. • The successful incumbent must sign an employment contract and performance agreement as contemplated in section 57 of the Municipal Systems Act • The incumbent will also be required to provide a disclosure of financial interests • The appointment will be effected in accordance with the Municipality's Employment Equity policy and plan • If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful.

**THE COUNCIL STRONGLY SUPPORTS A FULLY VACCINATED WORKFORCE**

**A TITUS**  
**ACTING MUNICIPAL MANAGER**