



MUNISIPALITEIT CEDERBERG MUNICIPALITY

VACANCY

NOTICE NR: 109 / 2020



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 vacant positions 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.

SENIOR MANAGERS X2 (DIRECTOR: SUPPORT SERVICES / DIRECTOR: TECHNICAL SERVICES)

Appointments will be made on a fixed-term performance contract. It is compulsory that candidates for both positions comply with the minimum prescribed municipal regulations on competency levels published under Government Notice R.493 of June 2007 as amended in GNR. 1146 published under GG 41996, dated 26 October 2018.

DIRECTOR: SUPPORT SERVICES

Key Responsibilities: Report directly to the Municipal Manager on key departmental activities • Managing the Financial and Administrative Services Department • Developing, implementing and managing strategies which will impact positively on the financial performance of the Cederberg Municipality • Ensuring the accurate execution of municipal functions in compliance with relevant legislation • Overhead accountability for all revenue and income, assets and settlement of liabilities • Meticulous execution of Council policies • Compiling financial statements and applying budgetary control measures • Implementing generally accepted municipal accounting practice within relevant legislation • Responsible for the performance management system of the Department • Supervising the implementation of elements of the IDP within the Department • Controlling efficient budget management and control of the Department • Establishing and maintaining a sound quality management system in accordance with relevant legislation, policies practices and standards • Performing statutory duties and exercising delegated authority • Supply chain management, ratings & tariffs, equitable share and financial viability monitoring • Responsible for the performance of subordinates.

Requirements include: At least a Bachelor's degree in the fields of Accounting, Finance or Economics or at least a relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits • Minimum of five (5) years' experience on middle management level.

DIRECTOR: TECHNICAL SERVICES

Key Responsibilities: Report directly to the Municipal Manager on key departmental activities • Overall management of the Civil, Electrical, MIG, etc. • Provide strategic and operational leadership in the Technical Services department of the municipality to ensure compliance with legal requirements in all functions of the department • Ensure adequate clean water supply • Ensure effective and environmentally friendly sewer purification • Ensure an economic and sustainable road network • Ensure the design and implementation of effective storm water Drainage and kerbing • Ensure effective resurfacing of roads and repair of potholes • Ensure adequate electricity supply in compliance with legal requirements • Provide support and advice to the municipal manager and council • Develop policies, practises and operating standards relevant to the Technical department.

Requirements: An Appropriate tertiary qualification in Engineering and registration with the council of Engineering services • At least 5 years senior managerial experience preferably within a Local Government environment • Extensive Experience in the Engineering fields applicable to Local Government (Civil & Electrical) • Extensive Knowledge of Local Government legislation.

Remuneration: A total annual remuneration package ranging from R 846 307 – R 1 040 327 as prescribed in the Upper Limits of Total Packages Payable to Municipal Managers and Managers directly accountable to Municipal Managers (Notice no 351 of the Government Gazette no 43122 of 14 March 2020) of a Grade 2 Municipality.

Candidates for the above vacancies must have: Completed the Certificate in Municipal Financial Management (SAQA qualification ID No. 48965 * **Municipal Minimum Competency Requirements for Local Government** as per Regulations on Appointment and Conditions of Employment of Senior Managers, GN.21, GG 37245, dated 17 January 2014. **(Certified proof MUST be attached to application)** • a Minimum of 5 years' experience at senior management level • Computer Literacy • Effective Communication Skills in at least two of the three official languages of the Western Cape (English, Afrikaans, Xhosa) • Strategic Thinking Skills • Positive Attitude • Valid Code B driver's license

Closing date for applications: 27 November 2020 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 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.

**H SLIMMERT
MUNICIPAL MANAGER**