



# Msunduzi Municipality

## INTERNAL/ EXTERNAL ADVERTISEMENT



The Msunduzi Municipality, The City of Choice hereby invites applications from competent, innovative and committed individuals for the following positions. The Municipality is committed to the aims of the Employment Equity Act.

### CITY MANAGER (FIXED TERM CONTRACT)

Ref: CMO03/22

#### PURPOSE OF POSITION

To provide leadership and direction for building a City Administration that aims at achieving excellence in service delivery and municipal operations

To develop, promote and sustain collaborative relationships with relevant stakeholders through honest, responsive and strategic execution of local government policies and procedures.

To provide guidance and advice to the political and administrative structures in order to support the City's objectives as designed in the Integrated Development Plan for Accountability.

#### REMUNERATION PACKAGE

Negotiable, competitive remuneration package as per Local Government Municipal Systems Act and Regulations Appointment & conditions of employment of Senior Managers as well as 2020 Government Gazette number 43122 on the upper limits of total remuneration packages payable to Municipal Managers and Managers accountable to the Municipal Manager.

#### FIXED TERM CONTRACT DURATION

Five (5) Year fixed term contract or to terminate one year after the election of the Municipal Council.

#### Qualifications/ Requirements

- A recognised B. Degree in Business Administration/ Public Administration/ Political Science/ Law or equivalent (NQF level 7).
- A recognized Postgraduate degree will be an added advantage.
- Program for Municipal Development certificate
- Certificate in Municipal Finance Management (SAQA qualification ID No 48965) or to be obtained within 18 months of appointment.
- Proven record in Institutional transformation and turnaround of a large/medium Corporate/Public sector organization
- Advanced knowledge and understanding of relevant policies and legislation; institutional governance, performance management systems, council operations and Delegation of powers as well as the Kings IV code.
- A high level of computer literacy and excellent presentation skills.
- Project Management skills.
- Proven Client orientation and customer focus skills
- Competence in working with all stakeholders to achieve municipal goals
- Minimum 5 years' experience at Senior Management level (eg. MSA, Section 56 Senior Manager), preferably in Local government or Public Sector.
- Valid drivers' License (Minimum Code B).

#### LEADING MANAGERIAL COMPETENCIES

- Strategic Direction and Leadership
- Change and Leadership and Governance leadership
- Programme & Project Management
- People Management & Empowerment
- Risk and Change Management mediation skills
- Knowledge and Information Management
- Good Governance, budget and financial management skills
- Service delivery management,
- Proven problem solving and analytical thinking skills
- Client orientation and customer focus,
- Communication, accountability and ethical conduct,
- Policy conceptualization and implementation, Conflict management,
- Diversity management, Strategic leadership and management skills

- Legislation Policy and Implementation
- Institutional performance management and accountability

#### Key Responsibility Areas

- Municipal Transformation and Organisational Development
- Basic Service Delivery
- Local Economic Development
- Municipal Financial Vitality & Management
- Good Governance and Public Participation
- Customer Management
- Ethical, Integrity and Professionalism
- Impact and Influence
- Governance and Risk Management
- Institutional Administration and leadership

#### Key Performance Areas

- Responsible for directing a variety of Administrative processes that allow the City to operate
- Implement and oversee policies crafted by the City Council responsible for documenting and presenting the budget
- Interfacing with political executives and the community to develop new programs
- Make recommendation regarding the budget
- Work together with the Mayor and Heads of each Department in direction of City operations and external relations
- Responsible for the establishment and maintenance of a Strategic Management system for the City

#### NOTE

- Qualification and SA citizenship checks will be conducted on all shortlisted candidates. Probity checks will be done where necessary. Successful candidates will be subjected to additional checks and competency assessments.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- The successful candidate will be required to sign an employment contract, a performance agreement and a disclosure of financial interest before commencement of duty.

#### PROSPECTIVE APPLICANTS SHALL BE SUBJECTED TO COMPETENCE ASSESSMENTS AND SECURITY VETTING.

Written application must be submitted on the Prescribed Annexure C Application Form for Employment. The form needs to be filled in completely and signed on the last page (in the event that the application is not completed properly, the application will be disqualified). The form can be obtained from the Msunduzi Municipality website [www.msunduzi.gov.za](http://www.msunduzi.gov.za)

The following attachments are required:

- The Application form
- Covering Letter
- Detailed CV with two referees with current contact information
- Certified copies of qualifications / certificates, ID and Driver's licence (certified within 3 months or less of the closing date
- Applicants are requested to furnish telephone number/s at which they may be contacted.

The application needs to be addressed to The Honorable Mayor, Councillor M. Thebolla, Msunduzi Municipality, and be posted in the box provided on the Ground Floor next to Security in Professor Nyembezi Centre Pietermaritzburg or posted to Private Bag X321, Pietermaritzburg, 3200. Enquiries Mr PW Khumalo (033-3922615)

Closing date: 02 April 2022

**IMPORTANT NOTICE TO APPLICANTS**

No late applications will be considered

No faxed or e-mailed applications will be considered

Applications submitted on a Z83 form **WILL NOT** be considered

All interviews will be done in English.

Should there be no correspondence from the Municipality within sixteen weeks after the closing date, kindly consider your Application to be unsuccessful.

**CANVASSING OF COUNCILLORS AND/OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION.**

**THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS**

The Msunduzi Municipality is an Affirmative Action/ Employment Equity Employer. Msunduzi Municipality is guided by the principle of Employment Equity. People with disabilities are encouraged to apply.

Please note that the Qualification that is not accredited by SAQA (South African Qualification Authority) will not be considered.

The advertising of this post is authorised by the His Worship the Mayor: