

# Winnie Madikizela-Mandela Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager

Tel: 039 251 0230  
Fax: 039 251 0917

## EXTERNAL ADVERT

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

1. **POST:** MUNICIPAL MANAGER  
**DEPARTMENT:** MUNICIPAL MANAGER'S OFFICE  
**CONTRACT:** FIVE (5) YEAR FIXED TERM PERFORMANCE BASED EMPLOYMENT CONTRACT  
**REFERENCE:** WMMLM/MM01  
**REMUNERATION:** ALL INCLUSIVE REMUNERATION WILL BE PAID IN ACCORDANCE WITH THE DETERMINATION OF UPPER LIMITS ISSUED BY THE MINISTER OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS, GOVERNMENT NOTICE 43122 OF 20 MARHC 2020.

### REQUIREMENTS AND KNOWLEDGE

- ✓ Grade 12;
- ✓ Bachelors Degree in Public Administration/Political Science/Social Science/Law; or equivalent;
- ✓ Certificate in Municipal Finance Management Programme as prescribed by National Treasury will be an added advantage;
- ✓ A minimum of five (5) years' experience at Senior Management Level;
- ✓ Proven successful management experience;
- ✓ Advanced knowledge and understanding of relevant local government policy and legislation;
- ✓ Good knowledge and understanding of institutional governance and performance management system;
- ✓ Good governance;

- ✓ Audit Risk management establishment and functionality and
- ✓ Budget and Finance management.

### **KEY PERFORMANCE AREA**

- ✓ Responsible and accountable for performance in all five (5) key performance areas of Local Government;
- ✓ Development and management of an economically effective, accountable administration which is equipped to implement municipality's Integrated Development Plan (IDP);
- ✓ Management of the provision of services to the local community in a sustainable and equitable manner;
- ✓ Facilitate the participation of the local community in the affairs of the municipality;
- ✓ Ensuring the development and implementation of the Service Delivery and Budget Implementation Plan (SDBIP);
- ✓ Ensuring total compliance with local government laws and regulations;
- ✓ Manage the municipal budgeting planning process;
- ✓ Develop and implement appropriate mechanisms for revenue collection and control of expenditure;
- ✓ Manages and controls the processes and procedures associated with the formulation of the municipality's risk-based plan and migration programme;
- ✓ Ensure proper management of staff and sound labour relations system;
- ✓ Taking necessary measures to prevent fraud and corruption;
- ✓ Act with fidelity, honesty, integrity and in the best interest of the municipality.

### **OTHER KEY REQUIREMENTS**

- ✓ Qualification and SA citizenship checks will be done on all short-listed candidates;
- ✓ Security vetting will be conducted;
- ✓ Competence assessments will be conducted.


### **IMPORTANT NOTICE TO APPLICANTS**

- ✓ No late application will be considered;

- ✓ Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.

An application form (available on the municipal website) must be completed to apply for the position, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: [hr@mbizana.gov.za](mailto:hr@mbizana.gov.za). For more information please contact: Mr. Z. Gwala on 039-251 0230, alternatively 066 476 3623 during office hours. Closing date: 20.05.2022 @ 12pm.

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

  
Cllr T. D. Mafumbatha  
HONOURABLE MAYOR