

NXUBA MUNICIPALITY



Notice No 37/2011

11/11/2011

STAFF VACANCY:

Nxuba Local Municipality comprises Adelaide and Bedford and surrounding rural areas, situated in the North Western part of Amathole District Municipality, Eastern Cape. The Municipality is seeking dynamic and appropriately academically qualified person to head its departments.

MUNICIPAL MANAGER

REMUNERATION

- An all-inclusive market-related remuneration package will be negotiated with the successful applicant before confirmation of appointment to the position.

KEY REQUIREMENTS:

- An appropriate B-degree, preferably in Public Administration, Business administration, Economic Sciences, Law or other level NQF level 7 qualification.
- A minimum of five years' work related experience at Senior Management level in a multidisciplinary environment, preferably at a Local Government.
- A high level of computer literacy.
- Excellent strategic management skills and business planning skills.
- Proven ability to negotiate in all spheres of government.
- Leadership skills and financial management skills.
- Extensive knowledge and understanding of Local Government Legislation and Policies.
- Valid Code 8 Drivers' Licence

KEY PERFORMANCE AREAS:

- To assume responsibility as the Accounting Officer and Head of Administration.
- To provide strategic leadership to the municipality to achieve its mandate.
- Responsibility for the formation and development to effective, efficient, economically viable and accountable administration through sound management of all municipal internal departments.

- Render strategic leadership during development of IDP and monitor progress in terms of implementation.
- Manage the municipality's administration in accordance with Constitution, Local Government Municipal Structures Act, Local Government Municipal Systems Act and other applicable legislation.
- Ensure Council's decisions and Municipal By-Laws are implemented effectively and efficiently.
- Ensure sound co-operative governance.
- Manage provision of services to local communities in a sustainable and equitable manner.
- Promote sound labour relations.

KEY COMPETENCIES:

- The following competencies as described in National Treasury Minimum Competency Framework for Accounting Officers are essential.
- Ability and commitment to develop a rural environment, strategic leadership and management, strategic and operational financial management governance ethics and values in financial management,
- Financial and performance reporting.
- Risk and change management, project management, legislation and policy implementation, stakeholder relations, supply chain management, audit and quality assurance, an action driven innovative and knowledge management, service delivery innovation, problem solving and analytical thinking, people and diversity management, excellent written and communication.

Applicants who meet the minimum requirements may hand in or mail their applications, comprising a comprehensive CV with at least three contactable references and certified copies of qualifications, to

The Municipal Manager
 Nxuba Municipality
 Human Resources Unit
 Private Bag X350
 ADELAIDE
 5760

No telefax, e-mail or late applications will be considered.

Canvassing with Councillors with the view of obtaining an advantage in the selection and appointment process is not permissible, and proof thereof will result in disqualification.

If no reply to your application has been received within 60 days of the closing date, please regard your application as not having been successful.

The Municipality subscribes to the principles of Employment Equity.

CLOSING DATE: Wednesday, 30 November 2011 @ 12h00