

## RE-ADVERTISEMENT

Tokoloko Local Municipality hereby invites applications from committed, self-driven, motivated, service delivery-orientated and high performance professionals / practitioners who want to build careers in the areas of specialization mentioned herein through rendering high quality services within Tokologo Local Municipality.

### MUNICIPAL MANAGER (RE-ADVERT)

The appointment will be made in compliance with the Local Government:  
Municipal Systems Amendment Act, No.3 of 2022.

<b>POST NO</b>	1	
<b>1 POSITION</b>	<b>TITLE</b>	MUNICIPAL MANAGER
<b>REPORTING TO</b>	The Mayor	
<b>TERM OF CONTRACT</b>	Three (3) Year Fixed term performance-based contract, not exceeding one (1) year after the term of new Council	
<b>LOCATION TO BE STATIONED AT</b>	Tokologo Local Municipality offices in Boshof	
<b>REMUNERATION</b>	Remuneration Package per Annum: R 1 113 168 (Minimum), R 1 232 763 (Midpoint) R 1 368 368 (Maximum) all inclusive as determined by Notice No: 50737 of 30 May 2024 on upper limits for Senior Managers for a Category 2 Municipality. The pay scale will be determined by competence based assessment outcome, experience and qualifications.	
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A recognised Bachelor's Degree in Public Administration/ Political Science/Social Sciences/Law or related fields of study, such qualification having been obtained from a recognised tertiary institution.</li> <li>• A valid driver's licence and a suitable vehicle for proper performance of duties.</li> <li>• Willingness to work irregular hours with extensive traveling.</li> </ul>	
<b>ADDED ADVANTAGE</b>	<ul style="list-style-type: none"> <li>• A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP) or attain the Qualification within 18 months from date of appointment</li> <li>• A relevant post-graduate qualification</li> <li>• Registration/membership with a relevant recognized</li> <li>• professional body</li> </ul>	

<b>MINIMUM EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of five (5) years relevant experience at a Senior management level</li> <li>• Have proven successful institutional transformation within public or private sector.</li> <li>• Have proven successful management experience in administration</li> </ul>
<b>KNOWLEDGE, SKILLS AND COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Advanced knowledge and understanding of relevant Local Government Policies and legislation.</li> <li>• Advanced understanding of institutional Governance system and performance Management;</li> <li>• Advanced understanding of Council operations and delegation of powers</li> <li>• Proven track record of Good governance</li> <li>• Audit and Risk Management establishment and functionality</li> <li>• Budget and finance management i.e. Supply Chain Management Regulations and Policies (Preferential Procurement Policy Framework Act, Act no. 5 of 2000)</li> <li>• Must meet competency levels (Leading &amp; Core Competencies) for Senior Managers as published in the Government Gazette No 37245 dated 17 January 2014</li> <li>• Innovative and strategic leadership</li> <li>• Extensive facilitation, planning and management skills, good interpersonal skills, negotiation skills, conceptual and analytical skills</li> <li>• Excellent communication and report writing skills</li> <li>• Computer literacy in Excel, MS Word and PowerPoint</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>• As Head of Administration and the Accounting Officer, take responsibility for overall institutional performance &amp; strategic planning and ensure that a strategic management culture exists within the institution.</li> <li>• Transform the organisation into one that is developmentally focused.</li> <li>• Inform and develop an economical, effective, efficient and accountable administration.</li> <li>• Manage administration in accordance with Municipal Systems Act and other applicable legislation.</li> <li>• Implement an Integral Development Plan and monitor its progress.</li> <li>• Advise Council Committees and Office-Bearers, manage Communication between them, administer and carry out their decisions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement the Municipality's Integrated Development Plan, Service Delivery and Budget Implementation Plan and monitor their progress.</li> <li>• Carry out the decisions of the Council Committees and Political Office Bearers of the Municipality as per the adopted delegation framework in terms of Section 59 of the Local Government Municipal Structures Act, 117 of 1998.</li> <li>• Promote sound labour relations and compliance by the municipality with applicable legislation.</li> <li>• Maintain the discipline of staff.</li> <li>• Manage the effective utilization and training staff in terms of the relevant policies, including the skills development policy.</li> <li>• Administer and implement the municipal by-laws and other legislation. Appoint staff other than those referred to in section 56(a) of the Municipal Systems Act, 32 of 2000, subject to the Employment Equity Act (Act No 55 of 1998).</li> <li>• Manage the provision of services to the local community in a sustainable and equitable manner.</li> </ul>
<p><b>PLEASE NOTE:</b></p>	<ul style="list-style-type: none"> <li>• Applicants must download and fill in an Application Form (Annexure C) available from all municipal offices in the above-mentioned towns, or can be downloaded from Tokologo Local Municipality's website; <a href="http://www.tokologo.gov.za">www.tokologo.gov.za</a> which is also accessible on <a href="http://www.gpwonline.co.za">www.gpwonline.co.za</a> or directly from the Government Notice No. 21 of 17 January 2014 (Annexure C). No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV, originally certified copies (not older than 3 months) of qualifications, Identity document, driver's licence and covering letter depicting the reference number of the post applied for;</li> <li>• Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorise Tokologo Local Municipality and/or its representatives to undertake the necessary confirmation/ certification of any information or document in the curriculum vitae in adherence to the POPI Act (include signed consent letter);</li> <li>• Faxed or e-mailed applications will not be accepted;</li> <li>• Late applications will not be considered, post delays must be considered by the applicant.</li> <li>• It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof;</li> <li>• Short-listed candidates will be subjected to reference checks, criminal record check, verification of qualifications and signing of indemnity forms;</li> <li>• Recommended candidate will be subjected to a competency based assessment over 2 day's prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of 17 January 2014;</li> </ul>

	<ul style="list-style-type: none"> <li>• The successful candidate will be required to sign an Employment Contract on or before assumption of duty, a Performance Agreement within 60 days of appointment and then annually within 30 days of the new financial year and the necessary Disclosure of Financial Interest Forms as well as undergoing the necessary Security Vetting Processes;</li> <li>• On appointment the appointee should not be holding any political office in a political party whether in a permanent, temporary or acting capacity;</li> <li>• The successful candidate will be reporting directly to the Accounting Officer and will be stationed at Tokologo Local Municipality's head office situated in Boshof, but may be deployed anywhere within the municipal jurisdiction depending on the operational requirements. It will also be expected to regularly visit the towns that comprise the municipality.</li> <li>• Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of three (3) months after the closing date of the advertisement, kindly accept that your application has been unsuccessful.</li> <li>• Council reserves the right not to appoint any applicant to this position;</li> <li>• A candidate who canvasses for preference will be disqualified.</li> </ul> <p><b>NB: All applicants who applied previously are encouraged to re-apply for the above position</b></p>
<b>Please forward your applications to:</b>	The Mayor (Cllr. B.E. Seakge), Tokologo Local Municipality, Private Bag X46, Boshof, 8340 or hand-delivered at the municipal offices at Cnr Voortrekker & Market Square, Boshof
<b>Enquiries</b>	All enquiries in this regard should be directed to Cllr. B.E. Seakge (Mayor) / Mr V.S. Mvundle in the Mayor's Office <b>Tel: (053) 541 0014 during office hours</b>
<b>Publication Date</b>	<b>Thursday (19 September 2024)</b>
<b>Closing Date</b>	<b>Thursday (10 October 2024 at 16h00)</b>

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**Cllr B.E. Seakge**  
 Mayor