

NYANDENI LOCAL MUNICIPALITY
Municipality Building,
B.N. Nomandela Drive,
Libode 5160



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E nyandeni@nyandenilm.gov.za
www.nyandenilm.gov.za

Enquiries: T. Tshisa- Ndamase

02 April 2024

EXTERNAL VACANCY ADVERTISEMENT

10 OF 2023/24

Nyandeni Local Municipality invites applications from suitably qualified and competent individuals for appointment to the following post:-

1. MUNICIPAL MANAGER

REFERENCE NO: 2023/MM /02

3 -Year Fixed-Term Employment Contract

(Total Remuneration Package applicable to Category 2 Municipality to be negotiable as per the latest Gazette on Upper Limits for Senior Managers)

Minimum Requirements:

- Bachelor's degree in Public Administration or Political Science or Social Science or Law or any equivalent of NQF Level 7
- A postgraduate degree in any of the specified fields will be an added advantage
- A competency certificate in Municipal Finance Management Programme (CPMD) will be an added advantage
- A minimum of five (5) years' experience at senior management level and a proven successful institutional transformation within the public service
- A minimum of valid unendorsed motor vehicle driver's licence.

Knowledge:

- Advanced knowledge and understanding of relevant policies and legislation
- Advanced understanding of institutional governance systems and performance management
- Proven ability to communicate and negotiate at all level of government.

Core Competencies:

- Strategic direction and leadership
- People management
- Programme and Project management
- Financial management
- Change management
- Governance leadership



Key Performance Areas:

- As the Accounting Officer and Head of the Administration, the incumbent will lead the municipality's administration in such a manner that a culture of performance and service delivery excellence is pursued and sustained
- Direct, coordinate and implement the municipality's Integrated Development Plan (IDP), including development of policies and procedures to facilitate effective community participation
- Provide sound advisory and strategic support to Mayor, Executive Committee and political structures of Council
- Manage the administration of the municipality to fulfil the objectives of the 5 year strategic plan
- Facilitate and foster sound stakeholder relationships with all key stakeholders such as the community, the administration, the political arm, the business community, and other spheres of government
- Ensure that financial practices of the municipality embrace the principles of the developmental finance, thereby advancing effective deliver strategy
- Ensure adherence to all legislation governing local government
- Strategically manage and coordinate the use of Council resources so that an economic, effective and efficient service is delivered
- Ensure the provision of the efficient and effective services to the community and the ratepayers so that requirements in the IDP are met in relation to public safety, health, waste and electricity, roads and civil works, sports, arts and culture, human resources (including sound labour relations and employment equity), local economic development and tourism, development planning and finances
- As an Accounting Officer, ensure sound management of all assets, income and expenditure of the municipality, and the discharge of all liability and proper compliance with the MFMA and other relevant legislation
- Manage and monitor the performance of senior staff so that the performance targets are achieved
- Monitor and control the budget of the Municipality.

2. SENIOR MANAGER: INFRASTRUCTURE DEVELOPMENT

REFERENCE NO: 2023/SM-ID/02

(Total Remuneration Package applicable to Category 2 Municipality to be negotiable as per the latest Gazette on Upper Limits for Senior Managers)

Minimum Requirements:

Bachelor Degree in Civil Engineering or an equivalent NQF Level 7 qualification

- A minimum of five (5) years' experience at middle management level, as an Infrastructure Programme / Projects Manager
- A Municipal Finance Management Programme Competency Certificate (CPMD) will be an added advantage
- A Certificate of Competency as required in terms of the General Machinery Regulations, 1988 or Registration with professional body (ECSA) will also be an added advantage
- A valid Code B Driving License
- Computer Literacy.



Knowledge:

- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Practical experience in Municipal Infrastructure Development both in terms of construction and maintenance
- Good knowledge of Supply Chain Management Regulations and PPPFA.

Core Competencies:

- Strategic direction and leadership
- People management
- Programme and Project management
- Financial management
- Change management
- Governance leadership

Key Performance Areas:

- Provide strategic leadership in the Department responsible for Infrastructure Development, and ensure development of the departmental scorecard and SDBIP
- Develop, and manage the budget of the Department in line with MFMA requirements, supply chain requirements and council policies
- Monitor and take overall responsibility of the implementation of the municipal infrastructure projects, including roads and storm water, electricity, street lighting networks and Projects Management Unit
- Develop and monitor the implementation of the departmental policies
- Manage and financially administer all Municipal Infrastructure Grants (MIG) projects and other capital projects
- Ensure effectiveness and functionality of capital projects
- Ensure compliance with all applicable Legislation, regulations and policies applicable to the Department
- Monitor and evaluate MIG by checking and seeing to it that backlog studies, socio-economic and environmental impact assessments of projects are undertaken
- Advise the municipality on appropriate technical interventions to ensure reduction of infrastructure backlogs
- Advise the Municipal Manager on MIG and other Infrastructure related matters
- Manage personnel within the department.

NB! Application for Employment Form for Nyandeni Local Municipality (not Z83) is available at www.nyandenilm.gov.za and Nyandeni LM offices at both Libode and Ngqeleni. A detailed CV must accompany the Application for Employment Form, Copies of qualifications, ID copy and valid driver's licence (**which may not be certified**). Failure to submit documents listed above will result in disqualification.

Applications can be submitted via email to recruitment@nyandenilm.gov.za.

Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality Office at Libode and Reception at Ngqeleni Offices.

Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply in line with the municipality's approved Employment Equity Plan. People



with disabilities must disclose the nature of their disability in the space provided in the application form.

The words “**Application for Employment**” should appear on the same side of the envelope but separate from the address in the same envelope to sensitize the Registry Office of the closing date.

NB: In submitting any information or documentation requested above or any other information that may be requested pursuant to this advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website www.nyandenilm.gov.za

Only short-listed and successful candidates will be contacted and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful.

The Council reserves the right not to continue with the filling of these vacancies if the Council feels no suitable candidate found or there are changes in operational requirements.

Canvassing of Councillors/Management is not permitted and proof thereof will result in disqualification. **Qualification verification and Criminal record** checks will be conducted to shortlisted candidates.

Applications clearly marked “Application for Employment” should be addressed to:

The Acting Municipal Manager

Nyandeni Local Municipality

Private Bag X504

LIBODE

5160

For enquiries, contact Corporate Services Department at (047) 5555028 email:

tshisat@nyandenilm.gov.za

CLOSING DATE FOR APPLICATIONS: 25 April 2024 AT 15h00.

G.N. CEKWANA
ACTING MUNICIPAL MANAGER

