

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO: 106/2022

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Mount Fletcher and the rural part of Tsolo and Qumbu).

DIRECTOR: INSTITUTIONAL SUPPORT AND ADVANCEMENT

(PERMANENT POSITION)

The Joe Gqabi District Municipality hereby invites applications from suitably qualified persons for the above-mentioned position which will be based in Barkly East. Appointment will be made in terms of section 56 of the Municipal Systems Act 32 of 2000 as amended. Appointment is subject to compliance with the minimum prescribed higher educational qualification, experience and attainment of demonstrated evidence of competent, advanced or superior competency level as measured against the competency requirements for senior managers as set out in the Regulations on Appointment and Conditions of Employment of Senior Managers.

REMUNERATION

An all-inclusive remuneration package based on the Upper Limits for Senior Managers as published on 18 November 2022 is on offer:

Minimum: R 987 238.00 / Midpoint: R1 124,899.00 / Maximum: R1 276, 762.00 plus 4% remote allowance.

The Municipality intends to apply for a deviation from the prescribed remuneration package. This remuneration package is subject to the signing of an annual performance contract and a disclosure of financial interest.

REQUIREMENTS

- South African Citizenship and permanent residency within the Republic of South Africa is an essential requirement.
- A relevant Bachelor's Degree in Public Administration / Public Management or relevant equivalent qualification.
- A minimum of 5 years' relevant experience at middle management levels.
- Proven successful management experience in administration is essential.
- Good knowledge and ability to interpret policy and legislation.

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- Good knowledge and understanding of institutional governance systems and performance management.
- Knowledge of coordination and oversight of all specialised municipal support functions.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).
- Registration with a relevant professional body will serve as an added advantage.
- Understanding of council operations and delegation of powers.
- Ability to display and implement the core competencies as stipulated in the Regulations on Appointment and Conditions of Employment of Senior Managers.
- A valid Code B driver's licence.
- **MINIMUM COMPETENCY REQUIREMENTS**: Applicants must meet the competency requirements prescribed in terms of the Local Government: Municipal Regulations on Minimum Competency Levels for Accounting Officers, Senior Managers, Finance Officials, and Other Officials Responsible for Supply Chain Management of Municipalities and Municipal Entities. Applicants who do not meet the above competency requirements must attain such within 18 months from the date of appointment.

REQUIRED COMPETENCIES

The following competencies are required in terms of the Local Government: Competency Framework for Senior Managers:

- Strategic direction and leadership.
- People Management
- Program and Project Management
- Financial Management
- Change Leadership
- Governance Leadership

In addition to the above the following core competencies that enhance contextualized leadership are also required:

- Moral Competence
- Planning and Organizing
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

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KEY PERFORMANCE AREAS

The incumbent will report directly to the Municipal Manager and will be expected to assume total responsibility for:

- Developing, implementing and managing strategic goals, policies and procedures in alignment with the municipality's strategic objectives.
- Advising the Accounting Officer on matters and functions linked to the Institutional Support and Advancement Directorate.
- Ensuring sound management of staff and resources within the Directorate: Institutional Support and Advancement.
- Providing both the political offices and management with required administrative support and support in respect of procedures and protocols relating to all aspects of their work, in order to ensure that compliance is achieved at every level.
- Providing strategic support to both the political offices and management to be able to carry out their mandates in respect of cooperative governance and engaging with other spheres of government.
- Ensuring the effective functioning and taking overall responsibility for the management of the Public Participation, Public Relations and Political Protocol Management functions.
- Assuming overall responsibility and management of the Communications, Marketing, Media Relations and Customer Care functions within the municipality.
- Assuming overall responsibility for the Information Technology (IT) Infrastructure Management and Support function.
- Assuming overall responsibility for the management of the Intergovernmental Relations (IGR) and International Relations functions.
- Assuming overall responsibility for the Corporate Leadership and Development function.
- Providing oversight and support to the Joe Gqabi Economic Development Agency (JoGEDA).
- Promoting sound labour relations and compliance with applicable labour legislation within the Directorate.
- Exercising of any powers and performing any duties delegated by the municipal manager, the municipal council or other delegating authorities within the municipality.
- Performing any other function that may be assigned by the municipal council or the Accounting Officer.
- Complying with all other legislated duties as contained in various legislative instruments guiding the operations of the Local Government sphere.

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It is important to note that shortlisted candidates will be subjected to the required assessment processes. Previous and current employers and references will be contacted and candidates must also be willing to have their qualifications, criminal records, driver's licence and credit record verified.


Kindly submit a detailed CV together with the prescribed application form for Senior Managers and relevant originally certified copies of qualifications and documents for the attention of the Manager: Human Resources and Labour Relations. **No faxed, emailed or late applications will be accepted.** Canvassing and/or lobbying of councillors and officials will not be allowed and non compliance shall immediately disqualify any applicant.

Please note that non-completion of the prescribed senior manager application form will immediately disqualify any applicant. The DPSA Z83 application form will not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.igdm.gov.za/>.

The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants and appointment will be made according to the Municipality's Employment Equity Plan, which ensures representation of designated groups in the municipality.

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address indicated below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS


Mr. M.P Nonjola
Acting Municipal Manager
Cnr Cole and Graham Street
Private Bag X102
BARKLY EAST
9786

Enquiries can be directed to Ms. Olwethu Noholoza at olwethu@igdm.gov.za.
Tel No: (045) 979 3000
File No: 4/6/3/8

CLOSING DATE: WEDNESDAY, 18 JANUARY 2023