

# INGQUZA HILL LOCAL MUNICIPALITY



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## POSTS ADVERTISEMENT Bulletin no 01/07/2022/2023

Ingquza Hill Local Municipality (Incorporating Flagstaff and Lusikisiki Towns) hereby invites applications from suitably qualified and experienced persons to fill the following vacancy:

### DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

**1. Municipal Manager (Five (5) year Performance Based Fixed Term Contract) (Minimum – R1 030 759.00, Midpoint – R1 141 500.00 and Maximum – R1 267 066.00) plus 4% rural allowance as per the gazette.**

#### Minimum Requirements

- Matric or Senior Certificate.
- Valid code B driver's license.
- Bachelor's Degree in Public Administration/ Political Sciences/ Social Sciences/ Law or equivalent.
- CPMD (certificate in the Municipal Finance Programme) or must be obtained within 18 months of employment.
- Minimum 5 years relevant Experience at a senior management level and have proven successful institutional transformation within public or private sector.
- Advanced communication skills in at least two official languages in English and Xhosa.
- Registration with relevant professional body will be an added advantage.

#### Knowledge Required

- Advanced Knowledge and understanding of relevant policy and legislation applicable to the local Government.
- Advanced understanding of institutional governance system and performance management.
- Advanced understanding of council operations and delegation of powers.
- Good governance
- Audit & Risk Management establishment and functionality
- Budget & Financial Management

#### Key Performance Areas

- Lead the Municipality's administration in such a manner that a culture of performance and services delivery excellence is pursued and sustained,
- Direct, coordinate and implement the Municipality's Integrated Development Plan, 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 relations with all key stakeholders such as the community, the administration, the political arm, the business community, and other spheres of government.
- Ensure that finance practices of the Municipality embrace the principles of the developmental finance, thereby advancing effective service delivery 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 efficient and effective services to the community and the ratepayers so that requirements in the IDPs are met in relation to public safety, health, waste and electricity, roads and civil works, sports, arts and culture, human resources, local economic development and tourism, development planning and finances.
- Maintain overall responsibility as the Accounting Officer for all income and expenditure of the Municipality, and the discharge of all liability and proper compliance with the MFMA and other relevant legislation.
- Develop and maintain relationships at district Municipal and national government levels so that there is an understanding at these levels of the needs and requirements of the council and ensure that these needs are reflected in the regulations and budgetary allocations.
- Develop and maintain relationships at all government levels so that joint strategies on issues such as crime prevention, poverty alleviation, job creation and economic growth and development can be achieved through shared experience and resources.
- Ensure functionality of war rooms at all wards and realization of the District Development Model.
- Manage and monitor the performance of senior staff so that the performance targets are achieved.
- Ensure the implementation of an Employment Equity that is in line with the Employment Equity strategy of council.
- Monitor and control the budget of the Municipality.

**A total remuneration package payable in terms of Local Government: upper limits of total remuneration packages payable to Municipal Manager and Manager's directly accountable to the municipal manager's Notice No.351 – Gazette 43122 dated 20 March 2020 will be offered subject to compliance with the minimum prescribed higher education qualification, experience and attainment of demonstrated evidence of competency advanced or superior competency level as measured against the competency framework for managers directly accountability to Municipal Managers. (Grade 2 municipality).**

**Completion of the prescribed application form for the Municipal Manager and the Section 56 Manager's position is compulsory and available on the website [www.ihlm.gov.za](http://www.ihlm.gov.za).**

**Only a comprehensive Application letter, Curriculum Vitae and IHLM application form must be submitted.** Additional certified copies of qualifications and Identity Documents shall be requested from shortlisted candidates. All applications must be addressed to:

**The Acting Municipal Manager, Ingquza Hill Local Municipality, P.O. Box 14, Flagstaff, 4810** and can be hand delivery to No: 135 Main Street Flagstaff and to 66 Main Street Lusikisiki, clearly marked "Application for Employment – Municipal Manager".

**Faxed, emailed or late applications will NOT be accepted and not be attended to.**

Closing date for all applications: **16 August 2022.**

NB. The recruitment process will be guided by the Recruitment, Selection and Appointment of Managers, Senior Managers and Municipal Manager Policy as adopted by Council. The verification of qualifications, reference checks with current or previous employer will be performed on all shortlisted candidates and competency assessment tests will be administered. If you have not heard from us within 60 days after the closing date, you may regard your application as unsuccessful.

**It is the intention of Ingquza Hill Local Municipality, as an Affirmative Action Employer, to promote the interest of designated groups in line with the Employment Equity Act 55 of 1998, Women and people living with disability are encouraged to apply in line with the municipality's Employment Equity Plan.**

**Ingquza Hill Local Municipality reserves the right not to fill the advertised post at the sole discretion of Council.**

For further enquiries: Please contact the Acting Manager: Human Resources - Mr. P. Mkhize at 039 253 1096 (ext) 2001 or email to [pmkhize@ihlm.gov.za](mailto:pmkhize@ihlm.gov.za)/[umbangatha@ihlm.gov.za](mailto:umbangatha@ihlm.gov.za).

**HONORABLE MAYOR  
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