



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following Senior Management vacancy from suitably qualified professionals;

POSITION:

MUNICIPAL MANAGER

TERM

The post is subject to a Fixed Term Contract of Employment up to a maximum period, not exceeding one year after the election of the next Council of the Municipality

NOTICE NO:

181 of 2024

STATION:

Main Municipal Administration Building, 4 Sewell Street, Plettenberg Bay, 6600

The total remuneration package applicable to a Category 3 Municipality per annum is offered. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers) as Gazetted.

In order to meet the needs of Bitou Municipality, the successful applicant must conform to the following requirements:

MINIMUM REQUIREMENTS: • Bachelor Degree in Public Administration / Political Science/ Social Science / Law or equivalent at a NQF level 7 with a minimum of 360 credits • Minimum of Five (5) years' relevant experience at senior management level and have proven successful institutional transformation in public or private sector; • Valid driver's license and own transport; • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape • Successfully completed the Minimum Competency requirements as per Government Notice GNR493 published in Government Gazette no 29967 dated 15 June 2007 and Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG 37245 dated 17 January 2014.

KNOWLEDGE: • Advanced knowledge and understanding of relevant policies and legislation • Advanced understanding of institutional governance system and performance management • Advanced understanding of council operations and delegation of powers • Good governance • Audit and risk management establishment and functionality • Budget and finance management.

KEY PERFORMANCE AREAS • The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community • The management of the provision of services to the local community in a sustainable and equitable manner • The appointment, training, discipline and effective utilization of employees • The promotion of sound labour relations and compliance with applicable labour legislation • Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their decisions • The administration and implementation of the municipality's by-laws and other legislation • Exercising of any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the municipality • Facilitating participation by the local community in the affairs of the municipality • Developing and maintaining a system for the assessment of community satisfaction with municipal services • Performing of any other function that may be assigned by the municipal council and as accounting officer • Responsible for all income and expenditure of the municipality, assets, the discharge of all liabilities of the municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation • Facilitate the coordination of the economic development initiatives • Other relevant duties.

Candidates will be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted. Qualifications, credit and criminal records will be verified. The candidates will be required to disclose all other financial interests.

An official application form applicable to Senior Managers (available on the municipal website) must be completed and must be accompanied by a **comprehensive CV together with original certified copies of qualifications, ID document, driver's license** and the names of three contactable references from current and previous employers. Failure to submit **all** these documents will result in disqualification from the application process.

Applications must be posted / couriered to **Bitou Municipality, Private Bag X1002, Plettenberg Bay 6600** or hand delivered to the Human Resources Section, Sewell Street, Plettenberg Bay 6600, for attention of the Senior Manager: Human Resources, Mr. Thembekile Machelesi.

Application forms are available on the Bitou website (www.bitou.gov.za)

For enquiries can contact the Manager: Human Resources Administration Mrs. Venus Cunningham on 044 501 3000 during office hours.

PLEASE NOTE:

1. Appointment will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. **ONLY hard-copy applications will be considered. NO** electronic or faxed applications will be accepted.
3. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Please quote reference number (notice number).
5. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

Correspondence will be limited to shortlisted candidates only, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful.

Bitou reserves the right not to make any appointment.

RR LINKS (Ph.D)

ACTING MUNICIPAL MANAGER

CLOSING DATE: 27 June 2024 at 14h00