**EXTERNAL ADVERTISEMENT FOR VACANCIES**

Applications are hereby invited from suitably qualified persons to apply for the following vacancies:

1. **POSITION: MUNICIPAL MANAGER**

**Directorate: Office of the Municipal Manager**

**Remuneration: Minimum R992 705 Midpoint R1 087 143 Maximum R1 195 857per annum (All inclusive), as per the Government Gazette on Upper limits applicable to Senior Managers for 2019/2020 financial year.**

**Period of employment: (05 year - performance based contract).**

**Key Functional Areas**

Formulate and development of an economical, effective, efficient and accountable administration, operating in accordance with the Municipal Management system and responsive to the needs of local communities to participate in the affairs of the Municipality. Managing the provision of services to local community in a sustainable manner. Managing communication between municipal administration and political office bearers. The administration and implementation of the Municipal by-law, policies and other local legislation. Monitoring and supporting the Council in developing its IDP and budget. Management of income and expenditure.

**Minimum Requirements**

Bachelor’s Degree in Public Administration/Political Science/Social Sciences/Law or equivalent qualification. A Certificate in Municipal Financial Management Programme (MFMP) or Certificate Programme in Municipal Development (CPMD). 5 years relevant experience at a senior management level preferably at the local government sector. Have proven successful institutional transformation within public or private sector. Valid Code B driving license must have proven successful management experience in administration. Advanced computer skills (MS Word, MS Excel, MS PowerPoint and MS Outlook). Excellent communication skills in at least two official languages English and IsiXhosa at all levels of local government and with all relevant stakeholders. The successful candidate will be required to meet the minimum competency requirements as per the MSA of 2000 as amended and Local Government Regulations of 2014.

**Knowledge Required**

Strategic Leadership and Management. Advanced knowledge and understanding of relevant policy and legislation. Advanced understanding of institutional governance systems and performance management. Advanced understanding of council operations and delegation of powers. Good governance. Audit and risk management establishment and functionality and Budget and finance management.

1. **POSITION: SENIOR MANAGER: CORPORATE SERVICES**

**Remuneration: Minimum R 815 063 Midpoint R905 626 Maximum R996 188 per annum (All inclusive), as per the Government Gazette on Upper limits applicable to Senior Managers for 2019/2020 financial year.**

**Period of employment: (05 year - performance based contract.**

**Key Functional Areas**

Reporting directly to the Municipal Manager, the incumbent operates at a strategic level and provides strategic support to the business operations of the Port St Johns Local Municipality with the main focus being:

Providing strategic corporate services support to the core departments that need to achieve the municipality’s strategic objectives. Management of the Municipality’s administration in accordance with Labour Laws and other applicable legislations. Responsible for the formulation of policies, strategic in the implementation of IDP objectives. Develop the draft budget for the corporate services department . Management, effective utilization and training of staff including the maintenance of discipline in the promotion of sound labour relations. Carrying out the decisions of the political structures and political office bearers. Ensuring a culture of public services and accountability. Taking measures to prevent fraud and corruption. Ensuring the proper maintenance of municipal records and knowledge management. Manage the implementation of the Workplace Skills Plan to ensure municipal capacity to deliver services to the communities. Ensure effective and efficient utilization of all resources in your department. Ensure the sitting of the standing committees and all other relevant committees. Performing ant other functions which will be assigned to the directorate from time to time by the Municipal Manager/Municipal Council as outlined in the delegation framework.

**Minimum Requirements**

Bachelor Degree in Public Administration or Human Resources/Management Sciences/Law or equivalent qualification. A minimum of years’ experience in middle management level. Must have proven successful management experience in administration local government. Certificate Programme in Municipal Development (CPMD) or Certificate in Municipal Financial Management Programme (MFMP) or in the process of completing one. Advanced computer skill (MS Word, MS Excel, MS PowerPoint and MS Outlook). Excellent communication skills in at least two of three official languages English and Xhosa. Registration with relevant professional body will be an added advantage. Valid Code B driver’s license.

**Knowledge Required**

Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance systems and performance management good knowledge of Corporate Support Services including the following:

Human capital management; Legal Services Facilities management; information communication technology; and Council support; Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000); Good governance; Labour Relations Act, and other labour related prescripts; Legal background and human capital management; and knowledge of coordination and oversight of all specialized support functions.

1. **POST SENIOR MANAGER: ENGINEERING**

**Remuneration: Minimum R 815 063 Midpoint R905 626 Maximum R996 188 per annum (All inclusive), as per the Government Gazette on Upper limits applicable to Senior Managers for 2019/2020 financial year.**

**Period of employment: (05 year - performance based contract.**

**Minimum Requirements**

A Bachelor of Science degree in Engineering/B.Tech Engineering or Equivalent qualification. Five(05) experience at a middle management level or as program/project and 3-4 years must be at professional/management level engineering coupled with management experience at the local government sector. A Certificate Programme in Municipal Development (CPMD) or Certificate in Municipal Financial Management Programme (MFMP) or in the process of completing one. Must have proven successful management experience in advanced computer skills (MS Word, MS PowerPoint and MS Outlook. Valid code B driver’s license.

**Key Performance Areas (KPA’S)**

Reporting directly to the Municipal Manager, the post operates at a Strategic level and provides strategic support to the business functions within Port St Johns Local Municipality with the main focus being:

Developing a vision for service delivery within the municipal area including a masterplan for infrastructure development aligned with IDP and Budget and SDBIP. Prepare capital and operating estimates and controls expenditure against approved budget allocations. Directs and controls outcomes associated with utilisation, productivity and performance of personnel within the department. Directs and controls the professional, technical and operational outcomes associated with the functions related to roads, storm water maintenance, Cemeteries’ and Parks. Establish project management capabilities within the municipality to conceptualise project for service delivery through consultation with councillors and affected communities. Manages formulation of specific contracts and tender documents and control contractual obligations. Ensuring understanding of various legislative frameworks applicable to and affecting the municipality. Stakeholder management and communication. Coordinates the provision of water, and sanitation within the municipal area. Provide an advisory service to the council regarding all aspects falling within his/her scope of work and carrying out their decisions. Coordinate and supervise the management of own funded projects, implementing National Building Regulations,taking the required responsibility as defined in the occupational Health and Safety Act, Act No 85 of 1993 its regulations.

**Knowledge Required**

Good knowledge and understanding of relevant policy and legislation. Good knowledge and understanding of institutional governance system, and performance management.Must have extensive knowledge of the public office environment and.Must be able to formulate engineering master planning, project management and implementation.

**Added Advantage**

Certificate of competency as required in terms of the General Machinery regulations, 1998 or Registration with a recognised relevant engineering professional body.

Applications for Senior Manager Position) must be submitted on an official application form for Senior Managers. All applications should be accompanied by a detailed:Curriculum Vitae, certified copies of qualifications and must be submitted for the attention of the Municipal Manager (Mr H.T. Hlazo) to the following address/es: Port St Johns Local Municipality, P. O. Box 2, Port St Johns ,5120 or hand delivered to Erf,257 Main Street, Port St Johns 5120.Enquiries relating to the above should be directed to: Mrs NP Makunga (Human Resources Officer) at telephone: 047 564 6700.

**N.B.** In case the Municipality is unable to find suitable candidates, it reserves the right not to continue with the Selection process and to re-advertise the position.

Shortlisted candidates will have to undergo screening and the necessary reference check will be done.

Applicants with foreign acquired qualification need to submit (South African Qualifications Authority) SAQA verification letter for their qualifications on application**.** Candidates recommended for appointment will have to undergo a competency assessment and testing.The Municipality is an equal opportunity employer and therefore people from previously disadvantaged groups (women and disabled) are encouraged to apply.

In order to obtain the required prescribed employment application form applicants must visit the Municipal website: [www.psjmunicipality.gov.za](http://www.psjmunicipality.gov.za) in order to download the employment application form for Senior Managers.

**Closing Date for Applications: 10 June 2022**

**Mr H.T. Hlazo (Municipal Manager)**