



**RAYMOND
MHLABA
MUNICIPALITY**

UMANYANO KUPHULISO

Tel: 046 645 7400/7451 | **Fax:** 046 645 2562

8 Somerset Street | Fort Beaufort, 5720 | P.O.Box 36, Fort Beaufort, 5720

VACANCIES

The Raymond Mhlaba Local Municipality is a Category B Municipality, established after the amalgamation of Nkonkobe and Nxuba municipalities. It has its administrative seat in Fort Beaufort and its Council seat in Alice. The Raymond Mhlaba Municipality comprises of the historic towns of Alice (home of University of Fort Hare), Fort Beaufort, Hogsback, Middeldrift, Debe Nek, Seymour, Balfour, Adelaide, and Bedford. It also serves a large rural area in addition to the towns. The Raymond Mhlaba Local Municipality falls in the Amathole District Municipality in the province of the Eastern Cape. It is looking for visionary, inspirational, customer-oriented, high-calibre and trend-setting strategists to fill the following positions

MUNICIPAL MANAGER

All-inclusive salary package: (As per the Municipal Systems Act Regulations)
[A 5-year Fixed Employment Contract]

The Municipal Manager, as Head of Administration and Accounting Officer, will be responsible for the general performance of the organization and to manage and direct the strategic, administrative, and operational aspects of the Municipality to achieve the strategic objectives of Council.

Requirements include: A South African citizen or permanent resident. A Bachelor's Degree in Public Administration or Business Administration. Masters in Public Administration or Business Administration qualification will be an added advantage; Certificate in Municipal Financial Management (SAQA qualification ID No. 48965) for the Accounting Officer of the Municipalities as per the Regulations R493 in Government Gazette 29967 dated 15 June 2007 will be an added advantage. Candidates who are not in possession of the Municipal Finance Management Act minimum competency certificate will be given an opportunity to obtain such certificate within 18 months if appointed; minimum of 10 years' experience at a senior management level, of which 5 years preferably in the municipal environment, and have proven successful institutional transformation within public or private sector; advanced knowledge and understanding of relevant policy and legislation; advanced understanding of institutional governance systems and performance management; advanced understanding of council operations and delegations of powers; good governance; audit and risk management establishment and functionality; and budget and finance management; a valid driver's license.

Duties include: Provision of guidance and leadership towards the achievement of strategic goals of the municipality; maintenance & sustenance of an economic, effective, efficient and accountable administration; staff appointment and management; management of performance agreements of Heads of Department; management of communication between political and administrative structures of the Municipality; facilitation of development and implementation of the Municipality's Integrated Development Plan (IDP); to operate in accordance with the municipality's performance

management systems; management of provision of qualitative services to communities in a sustainable and equitable manner; promotion of sound labour relations and compliance with applicable labour legislation; administration and implementation of municipal by - laws; provision of advice to the Office the Mayor, Speaker and other structures of Council; implementation of council decisions.

NB: Any attempt to lobby for the position from whichever way, if proven, your application will be disqualified.

For further enquiries regarding this advert, please contact the Mayor at 040 3300 100 or email pncapayi@raymondmhlaba.gov.za.

Application letter together with a comprehensive Curriculum Vitae and certified copies of qualifications and identity document must be addressed to The Mayor, Raymond Mhlaba Local Municipality, P. O. Box 36, Fort Beaufort, 5720 or No. Street, 8 Somerset Street Fort Beaufort, 5720 and should reach the afore-mentioned not later than 18th April 2022 at 12h00. **No faxed or emailed applications will be considered.**

DIRECTOR: COMMUNITY SERVICES

All-inclusive salary package: (As per the Municipal Systems Act Regulations)
[A 5-year Fixed Employment Contract]

Requirements include: A South African citizen or permanent resident. A Bachelor's Degree in Social Sciences/Public Administration/Law. Certificate in Municipal Financial Management (SAQA qualification ID No. 48965); Candidates who are not in possession of the Municipal Finance Management Act minimum competency certificate will be given an opportunity to obtain such certificate within 18 months if appointed; minimum of 5 years' experience at a middle management level; have proven successful institutional transformation within public or private; good knowledge and understanding of institutional governance systems and performance management; understanding of council operations and delegations of powers, as well as health services management; registration with the South African Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body would be an added advantage; a valid driver's license.

Duties include: Providing of Strategic guidance and leadership towards the rendering of Waste Management Services, Fire Fighting and Disaster Management Services; Internal Security Service; eNatis; Environmental Services; Traffic Control; ensuring the development, implementation, monitoring and evaluation of strategies and programmes that work towards the achievement of goals relating to the departmental and municipal mandate; development and implementation of policies and systems to ensure smooth running of the day to day operations, procedures and processes management and council leadership regarding relevant policy and legislative issues of compliance, compiling and managing the Directorate's annual Capital and Operational Budget; preparing and submitting reports to the Municipal Manager and Community Services standing committee.

Kindly note that candidates will be required to undergo security. A successful candidate will be required to both written employment contract as well as a performance agreement with the municipality and required to disclose his/her financial interests.

For further enquiries regarding this advert, please contact the Municipal Manager at 046 645 7451 or email mmoffice@raymondmhlaba.gov.za.

Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted. Their qualifications, credit and criminal records will be vetted. The candidates will be required to disclose all financial interests including pending cases against them

Application letter together with a comprehensive Curriculum Vitae and certified copies of qualifications and identity document must be addressed to The Municipal Manager, Raymond Mhlaba Local Municipality, P. O. Box 36, Fort Beaufort, 5720 or No. Street, 8 Somerset Street Fort Beaufort, 5720 and should reach the afore-mentioned not later than 18th April 2022 at 12h00. **No faxed or emailed applications will be considered.**

Raymond Mhlaba Municipality is committed to employment equity and therefore in these appointments such factors will be considered. Women and People living with Disabilities are encouraged to apply. Raymond Mhlaba Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with the shortlisted candidates. If you have not heard from us within 3 months of the closing date, regard your application as unsuccessful. The Council nevertheless appreciates the interest shown by all applicants.

Raymond Mhlaba reserves the right not to appoint any applicant to the said vacancy. Failure to attach the required documents will disqualify your application. Canvassing of Councillors is not permitted, and proof thereof will result in disqualification. No faxed or e-mailed applications will be considered.

**UT MALINZI
MUNICIPAL MANAGER**

