

O. R. TAMBO DISTRICT MUNICIPALITY

OFFICE ADDRESS:
O.R. Tambo District
Municipality House
Nelson Mandela Drive

POSTAL ADDRESS:
Private Bag X 6043
UMTATA
5100



O.R. TAMBO
DISTRICT MUNICIPALITY

TEL: (047) 501 6400
(047) 501 7000

FAX: (047) 532 4166

E-mail: ortambodm@ortambodm.org.za

O.R Tambo District Municipality is constituted by five Local Municipalities namely: King Sabata Dalindyebo, Mhlontlo, Nyandeni, Port St Johns, and Ingquza Hill.

The OR Tambo District Municipality invites application from persons to serve in the office of the Municipal Manager:

MUNICIPAL MANAGER: REMUNERATION NEGOTIABLE

Job Details:

- Serving as the Accounting Officer of the Municipality
- Taking Initiative in implementing policies of Council
- Leading service delivery

Job Purpose:

Leadership and direction of the administration of the municipality through effective strategies to fulfill the objects of local government provided for in the Constitution of 1996 and any other legislative framework that governs local government.

Fostering relationships between the municipal council and the administrative arm of the municipality as well as other key stakeholders; and

Creating an environment that defines the purpose and role of local government as a means to involve people in shaping the future of communities.

Main Accountabilities:

As the accounting officer and the head of administration, the incumbent will take responsibility for overall performance in the following areas:

Implementing the Municipality's Integrated Development Plan and monitoring progress with the implementation of the Plan, in accordance with Chapter 5 of the Municipal Systems Act. Effectively, efficiently and economically developing and managing the administration of the Municipality in an accountable manner and in accordance with applicable Local Government legislation and by-laws. Managing the provision of services to the community in a sustainable and equitable manner. Facilitate local economic development initiatives for the benefit of the municipality. Exercising powers assigned by legislation and those delegated by the municipal council to the Municipal Manager. Advising the political structures and rendering support to the office of the Executive Mayor. Implementing the strategic goals of the municipality through co-operative and innovative team work.

Minimum Requirements:

- An appropriate Bachelor's Degree in Public Administration or relevant fields.
- A minimum of five (05) years relevant experience at senior management level.

Core Managerial Competencies:

- Strategic capability and leadership
- Financial management
- Knowledge management
- Change management
- Programme and project management
- Service delivery innovation
- Problem-solving and analytical skills
- People management and empowerment
- Client orientation and customer focus
- Communication
- Honesty and integrity

Core Occupational Competencies:

- Knowledge of developmental local government
- Skills in governance and mediation
- Knowledge of performance management and reporting
- Exceptional and dynamic creativity to improve the functioning of the municipality

Overall Conditions:

- The municipality reserves the right to amend the Job Description.
- The appointment is subject to the signing of a performance agreement.

- The Headquarters of the municipality are based in Mthatha, Eastern Cape, where the incumbent will operate from.
- Remuneration is negotiable

TAKE NOTE:

Certified copies of qualifications, CV, driver's licence and ID copies must accompany applications. Failure to submit the documents listed above will result in disqualification. • **People with disabilities are encouraged to apply and disclose the nature of their disability.** • Hand delivered applications should be sent to the Registry Office at Magwa House, Nelson Mandela Drive, Mthatha. • The words "**APPLICATION FOR VACANCY**" should appear on the same side of but separate from the address in the same envelope so as to sensitise the Registry Office to the closing date. • **In your application letter please indicate the source of media you have seen the post on** • Faxed/E-MAILED applications will not be considered. • When the applicant has not been notified of the results within three (3) months or (90) days from the closing date, the applicant should regard his/her application as unsuccessful • The Council reserves the right not to continue with the interviews and appointments if the Council feels no suitable candidate could be found. • Canvassing of Councillors/Management is not permitted and proof thereof will result in disqualification.

NB: Selected candidates will be subjected to security vetting.

- For any enquiries contact Mrs N.P. Ndabeni on the following Telephone number: 047 501 6460

Please address your application to the Strategic Director: Corporate Affairs, O.R. District Municipality, Private Bag x 6043, Mthatha, 5099.

CLOSING DATE FOR APPLICATION IS 10 AUGUST 2011