



# FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT  
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancies:

## RE-ADVERTISEMENT

(NB: This is a re-advertisement, applicants who applied before MUST re-apply)

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER  
VACANCY: MUNICIPAL MANAGER

Ref. no: 01/18

**Annual total remuneration package: Salary scale: Minimum: R 985, 303 – Midpoint: R 1,132,533 – Maximum: R 1, 279,762. Negotiable in terms of Government Gazette No. 41173 of 10 October 2017)**

**Term of appointment:** The post is a fixed term contract of employment not exceeding 1 year after the 2021 Local Government elections, as well as acceptable conduct and performance during the term.

**Minimum qualifications / requirements:** B Degree in Public Administration/Political Sciences/Social Sciences/Law; or equivalent - Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, i.e. Certificate in Municipal Financial Management, e.g. (CPMD, MFMP, etc). If a newly appointed person is not in possession of this Competency, he/ she must complete it within eighteen (18) months from the date of appointment, in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No.40593, failing which the appointment is automatically terminated one month after the applicable period. A postgraduate qualification in the fields related to public administration will be an added advantage. Valid driver's license. No criminal record.

**Years of experience:** 5 years relevant experience at a senior management level, and must have proven successful institutional transformation record in the public or private sector.

**Core competencies:** As stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014. Advanced knowledge and understanding of relevant policy, legislation, institutional governance systems and performance management. Advanced understanding of municipal council operations and delegation of powers. Proven track record of good governance, audit and risk management, budget and finance management. Ability to be an innovative and strategic leader. Good facilitation and communication skills in at least two of the three local official languages.

**Responsibilities:** The Municipal Manager, as Head of the Administration and the Accounting Officer, will be responsible for the general performance of the organization and to manage and direct the administrative and operational aspects of the municipality in order to achieve the strategic objectives of the Council. - Compliance with the functions of the Municipal Manager as prescribed in section 55 of the Municipal Systems Act, 32 of 2000; Provide strategic and ethical leadership and management to achieve the vision of the municipality;

Development and management of an economically effective, accountable administration which is equipped to implement municipality's Integrated Development Plan, to operate in accordance with the Municipal Performance Management System and to understand the needs of the local community; Responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation; Management of the provision of services to the local community in a sustainable and equitable manner; Appointment, training, discipline and effective utilisation of staff as well as promotion of sound labour relations; Promotion of sound labour relations and compliance with applicable labour legislation; Advise the political structures and political office-bearers, manage communications between political structures and political office-bearers of the municipality as well as carrying out their decisions; Administration and implementation of the Municipality's policies, procedures, by-laws and other legislation; - Exercise any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the Municipality; - Facilitate participation by the local community in the affairs of the Municipality; - Develop and maintain a system for the assessment of community satisfaction with municipal services; The performance of any other function that may assigned by the Municipal Council and as Accounting Officer.

**Please Note:**

1. The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and it's EE Plan.
2. No late or faxed applications will be considered.
3. Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at [www.gpwonline.co.za](http://www.gpwonline.co.za), or on the Municipal Website; [www.francesbaard.gov.za](http://www.francesbaard.gov.za) (failure to do so will result in the candidate being disqualified).
4. Short-listed candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and competency assessment and should disclose financial interest.
5. The Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation.
6. Canvassing and/or lobbying of Councilors for the purpose of being appointed is not permitted and proof thereof will result in the disqualification of an applicant.
7. In the event that an offer of employment is unreasonably declined, the applicant shall be liable for all costs incurred by the municipality including advertisement, assessment as well as travel and subsistence allowances to attend the interviews and assessment.
8. Suitably qualified applicants must submit an application form as per "Annexure C", a detailed CV, certified copies of academic qualifications, Identity Document and Driver's License (certified copies must not be older than 3 months) should be addressed to THE EXECUTIVE MAYOR, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.
9. The successful applicant will be stationed in Kimberley, Northern Cape and the appointment will be subject to the signing of an employment contract and a 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.
10. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
11. The municipality reserves the right to appoint or not appoint any person.

Enquiries: Cllr. BV Ximba (Executive Mayor) Tel. 053 838 0911 or e-mail to [bximba@fbdm.co.za](mailto:bximba@fbdm.co.za) during office hours (07:30 – 16:30).

**NB: An application form specifically designed for appointment of senior managers must be completed and accompanied by a detailed curriculum vitae. Applications not made on the official form and not accompanied by certified copy of ID and qualification documents will not be considered.**

Application forms are available from the municipal office and/or may be downloaded from the municipal website; [www.francesbaard.gov.za](http://www.francesbaard.gov.za).

The successful candidate will be subjected to a compulsory reference and vetting process. The candidate must sign an employment and performance contract.

Appointments will be made according to the municipality's employment equity policy and affirmative- action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

**Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.**

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments

**Closing Date: 23 February 2018**

**THE EXECUTIVE MAYOR, CLLR. BV XIMBA**