



# 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 delivering. The municipality has the following vacancies:

**DEPARTMENT: ADMINISTRATION**  
**VACANCY: DIRECTOR ADMINISTRATION**

Ref. no: 16/24

## PERMANENT POSITION

**Remuneration package:** R913 969.00 – R1 123 501.00 per annum (all-inclusive package). Remuneration package will be paid as per the applicable notice 50737 of 2024: total packages payable to municipal managers and managers directly accountable to municipal managers.

**Job requirements:** B Degree in Public Administration, management sciences, law or equivalent qualification; a post graduate qualification in Public Administration will be an added advantage. The successful candidate must meet the minimum competency requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, i.e. South African Qualifications Authority Qualification ID No. 48965 for Accounting Officers of municipalities, 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 employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593. Five years' experience at middle management. Good knowledge of corporate support services, auxiliary services, administration of archives and records management, disaster management, human resources management, property and facilities management, information technology management, environmental health and disaster management. An advanced level of Computer Literacy and proven ability to manage financial accounting systems. Valid Code B Driving License.

**Knowledge, skills and competencies:** Good knowledge and understanding of relevant policies and legislation. The municipality is seeking a strategic thinker for this role who can demonstrate executive disposition and conceptual, judgmental and interpretative abilities. There is a high demand at this level for attention and prompt response to community related queries and specific priorities and mandates of council. The incumbent must be able to plan and organise, control resources, communicate, negotiate and place emphasis on time and service level standards.

**Key Performance Areas:** Development of the department's long- and short-term goals, objectives and programs to support the service delivery priorities of the municipality's Integrated Development Plan. To oversee the capital and operational budgeting requirements for projects and programmes and to enable effective functioning of the Department. To initiate and lead research into policy provisions and regulations in accordance with legislative prescripts. To provide an advisory service to the municipality on complex issues relating to human resources management, employee relations, environmental health, disaster management and other administrative governance and compliance matters. To provide guidance and support to the municipality on matters of legislative compliance, good governance, legal and procedural matters pertaining to the area of function of the Department. To maintain oversight and accountability for the development of tender specifications and Memorandum of Agreements for the identification and appointment of service providers to support the Administration Services Directorate with projects and programmes.

To oversee the management responsibilities associated with the implementation of the Districts Disaster Management Plan and implement the appropriate measures to give effect to Council's resolution and the objectives of the IDP. To oversee the management responsibilities associated with the implementation of the Districts Environmental Health Management Plan and implement the appropriate measures to give effect to Council's resolution and the objectives of the IDP. To oversee the management responsibilities associated with maintaining compliance with Human Resources national, regional and local collective agreements applicable to the local government sector. To oversee the management responsibilities associated with the maintaining and promoting an effective employee relations climate within the municipality. To direct and control the identification, planning and management of the Information Technology requirements for the district and local municipalities and conduct evaluations to determine conformity with service level agreements. To evaluate and align administrative governance systems and procedures associated with the management of the Archives and Records of the Municipality. To direct and control the maintenance and security of municipal offices facilities and project manage building improvement or the construction of new office facilities. Establish reporting systems and processes to manage the administrative reporting requirements in relation to the activities and deliverables of the various functions within Administration Services. Create synergies and strategic stakeholder partnerships to foster and continuously improve service delivery standards.

**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 originally 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.**

**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). Enquiries can be directed to: Mr. Tumelo Ndlazi, Tel: 053-838 0912/911.**

**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: 28 June 2024**

**MUNICIPAL MANAGER, MS ZM BOGATSU**