



# 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 vacancy:

## ADVERTISEMENT

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER  
VACANCY: MUNICIPAL MANAGER

Ref. no: 12/22

### Annual Total Remuneration Package:

Salary scale: Minimum: R1 030 759.00 – Midpoint: R1 141 500.00 – Maximum: R1 267 066.00 per annum (all-inclusive package) Remuneration package will be paid as per the applicable notice 351 of 2020: total packages payable to municipal managers and managers directly accountable to municipal managers.

**Term of Appointment:** The post is a non-renewable fixed term contract of employment up to a maximum of 5 years, not exceeding a period ending one year after the election of the next council of the municipality and subject to acceptable conduct and performance during the term of appointment.

**Minimum Qualifications / Requirements:** B Degree in Public Administration/Political Sciences/Social Sciences/Law; or equivalent - 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. A postgraduate qualification in the fields related to public administration will be an added advantage. Valid code 8 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 its EE Plan.
2. No faxed or emailed applications will not be accepted.
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 Act No. 32 of 2000 as amended read with the Regulations or any other relevant legislation.
6. Canvassing and/or lobbying of Councillors 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. Please note that it is the responsibility of applicants to ensure that the application reach the offices Frances Baard District Municipality on or before the closing date of the advert.
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.

**Closing Date: 18 October 2021**

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

**THE EXECUTIVE MAYOR: CLLR. UNONDUMISO BUDA**