



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

✉ Private bag X3HOPETOWN8750  
Church Street HOPETOWN 8750  
☎ (053) 2030005/8/442  
Fax (053) 203 0490  
[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

## EXTERNAL ADVERTISEMENT

### NOTICE NO: 6/2023

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### THEMBELIHLE MUNICIPALITY

**MUNICIPAL MANAGER: HOPETOWN/STRYDENBURG MUNICIPAL AREA (5 Year Fixed Term Contract or one year after the inauguration of the new Municipal Council)**

The salary package payable to a Municipal Manager will be in terms of Government Gazette No: 47538 from 18 November 2022.

The successful applicant shall be the Head of Administration and also the Accounting Officer. As Municipal Manager you will be responsible for the overall management of the Municipality to ensure that efficient and effective services are delivered to all the inhabitants of Thembelihle Municipality.

#### **A. ESSENTIAL REQUIREMENTS:**

- A Bachelor degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent.
  - At least 5 years' experience at senior management level.
  - A proven record of successful institutional transformation within the 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 delegation of powers
  - Good governance.
  - Audit and risk management establishment and functionality
  - Budget and finance management
  - Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000)
  - The ability to engage strategically with the Mayor and Councillors, communities and residents
  - An appreciation of the centrality of the Integrated Development Plan for effective service delivery.
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- An aptitude for strategic / operational planning and implementation management, decision making leadership, innovation and motivation.
- Compliance with Municipal Regulations on Minimum Competency Levels, 2007 published under GG29967 of 15 June 2007, *i.e Certificate in Municipal Financial Competency levels.*
- Core Managerial and Occupational Competencies as prescribed in the Performance Regulations.
- Core competencies as set out in the Local Government: Regulations on Appointment and
- Conditions of Employment of Senior Managers, published under GN21 in GG37245 of 17 January 2014.
- Good computer skills
- A valid driver's licence

## **B. DUTIES AND RESPONSIBILITIES**

- The overall management of the Municipality in order to ensure efficient and effective provision
  - Promotion of economic growth
  - Facilitation of social and economic development
  - Long term sustainability of the Municipality
  - Perform all functions, duties and responsibilities as contained in relevant local government legislation such as, but not limited to the Constitution, The Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, Promotion of Administrative Justice Act.
  - Ensure streamlining of staff towards core basic service delivery.
  - To drive the municipality towards a path of economic growth and sustainability
  - To develop strategies to improve the capacity of the municipality, from human and economic perspective
  - To provide strategic and ethical leadership and management to achieve the vision of the municipality;
  - To develop and manage 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;
  - To take responsibility over billing and collection of income and management and control of 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;
  - To ensure better and cost-effective management of the provision of services to the local community in an efficient, sustainable and equitable manner;
  - To facilitate appointment, training, discipline, retention and effective utilisation of staff as well as promotion of sound labour relations;
  - To 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;
  - To ensure effective administration and implementation of the Municipality's by-laws and other legislation;
  - To exercise any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the Municipality;
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- To facilitate participation by the local community in the affairs of the Municipality;
- To develop and maintain a system for the assessment of community satisfaction with municipal services;
- To represent the municipality at provincial, national and any other structures as it becomes necessary and required by council from time to time;
- To facilitate performance review of all senior managers and the staff in general
- To oversee the performance of any other function that may assigned by the Municipal Council and as Accounting Officer.

### **C. REMUNERATION**

The remuneration package is an all-inclusive package as per Government Gazette No: 47538 of 18 November 2022.

**D. Enquiries** can be directed to Cllr L.W. Makenna @ 053 203 005/8 during office hours.

**E. Closing Date: 30 June 2023**

### **F. DIRECTIONS TO APPLICANTS**

In order to meet the needs of the Thembelihle Municipality, the successful applicant will conform to the following requirements.

1. Must be in possession of the prescribed defined minimum qualification.
2. Willing to be subjected to an interview and thorough evaluation process.
3. Previous and current employers reference to be contacted.
4. Verification of qualifications and credit record
5. Be responsible for his or her own travelling and accommodation costs
6. Grant permission for the verification of qualification, credit and criminal record verification.
7. The successful candidate will be required to disclose all financial interests, signed an employment contract and an annual performance agreement.
8. All applications must be submitted with a detailed CV, certified ID Copies and Qualifications which is not older than 6 months.
9. The attachment of standard application form for Municipal Managers and Senior Managers reporting directly to the Municipal Manager which is available from the municipal website of the municipality ([www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za))

**LEONARD W. MAKENNA**  
**HONOURABLE MAYOR**  
**PO Box X3**  
**HOPETOWN**  
**8750**  
**Tel: 053 2030 005/8**

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## APPLICATION FOR EMPLOYMENT

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist municipality with the recruitment, selection and appointment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (Act no. 32 of 2000).

### A. DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised Post applying for	
Reference number	
Name of Municipality	
Notice Service period	

### B. PERSONAL DETAILS

Surname				
First Names				
ID or Passport Number				
Race	African	Coloured	Indian	White
Gender			Female	Male
Do you have a disability?			Yes	No
If yes, elaborate				
Are you a South African citizen?			Yes	No
If no, what is your nationality?				
Work permit Number (if any):				
Do you hold any political office in a political party, whether in a permanent, temporary or acting capacity? If yes, provide information below			Yes	No
Political Party	Position:	Expiry Date:		
Do you hold a professional membership with any professional body? If yes please provide information below			Yes	No
Professional Body:	Membership nr:	Expiry date:		

C. CONTACT DETAILS			
Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence (Mark with an X)	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. QUALIFICATIONS (Additional information may be provided on your CV)			
Name of School/Technical College	Highest Qualification obtained	Year obtained	
Name of Institution	Name of qualification	NQF Level	Year obtained

E. WORK EXPERIENCE (Additional information may be provided on your CV)						
Employer (starting with the most recent)	Position	From		To		Reason for Leaving
		MM	YY	MM	YY	
If you were previously employed in local Government, indicate whether any condition exist that prevents your re-employment:				Yes		No
If yes, provide the name of the previous employing municipality:						

F. DISCIPLINARY RECORD		
Have you been dismissed for misconduct on or after 05 July 2011?	Yes	No
If yes, Name of Municipality/ Institution		
Type of misconduct/ Transgression		
Date of Resignation/ Disciplinary case finalised		
Award/ sanction		
Did you resign from your job on or after 05 July 2011 pending finalisation of the disciplinary proceedings? If yes, provide details on a separate sheet.	Yes	No

G. CRIMINAL RECORD		
Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 05 July 2011? If yes, provide details on a separate sheet.	Yes	No
If yes, type of criminal act		
Date of criminal case finalised		
Outcome/ Judgement		

H. REFERENCE				
Name of referee	Relationship	Tel (Office Hours)	Cell phone Number	Email

I. DECLARATION	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.	
Signature	Date: