



**Kai !Garib Municipality** is situated in the Lower Orange River area in the Northern Cape. The Municipality includes Kakamas, Keimoes, Kenhardt, Riemvasmaak, seven smaller towns and a large farming community. The Municipality offers exciting career opportunities for people with the necessary qualifications and experience, and currently invites applications for the following vacant position:

**DEPARTMENT :** OFFICE OF THE MUNICIPAL MANAGER

**POST:** MUNICIPAL MANAGER

**CENTRE:** Kai !Garib Municipality ( Kakamas), Northern Cape

**A. Annual Total Remuneration Package:**

R1 030 759 (minimum)– R1 141 500 (Midpoint) – R1 267 066 (maximum), in terms of Government Gazette No. 43122 of 20 March 2020, i.e. Upper Limits of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to the Municipal Managers.

**B. Term of Appointment:**

Fixed term contract (5 years)

**C. Essential and Non-Negotiable Requirements:**

- B degree in Public Administration / Political Sciences /Social Science/ Law or equivalent
- Compliance with the requirements as stipulated in the Municipal Regulations on Minimum Skill Levels, Government Gazette 29967 of 15 June 2007, as amended by Government Gazette No 41996 of 26 October 2018. Postgraduate Qualification in the public administration field will be an added advantage
- If 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. Failure to comply with this will result in automatic termination of service within 1 month after expiration of this period.
- Must provide evidence of successful institutional transformation in public or private sector. In possession of a valid code B/8 driving license. No criminal record.
- Proven Institutional Transformation Records in the Public and Private Sector

**D. Years of experience**

- 5 years relevant experience at a Senior management level in Local Government

**E. Key Performance Areas (KPA):**

- As set out in Schedule A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers, Government Notice 21 in Government Gazette 37245 dated 14 January 2014
- Advanced knowledge and understanding of applicable policy, legislation, institutional management system and performance management
- Advanced understanding of the Municipal Council's activities and delegation of powers
- Proven performance 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

**F. Responsibilities:**

- Comply 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
- Develop and manage an economically effective accountable administration equipped to implement the Municipality's Integrated Development Plan to work in accordance with the Municipal Performance Management System and to understand the needs of the local community
- Be responsible for all income and expenses of the Municipality, all assets, settlement of all debts of the Municipality as well as the proper and dedicated compliance with applicable legislation on Municipal Finance Management
- Manage the provision of services to the local community in a sustainable and fair manner
- Be responsible for appointments, training, discipline and effective utilization of staff
- Promote thorough employment and compliance with applicable labor legislation
- Advisor to political structures and political office bearers, governs communication between political structure political office bearers of the municipality as well as the execution of their decisions
- Administer and implement the municipality's by-laws and other legislation
- Exercise any powers and perform duties delegated by the Municipal Council or by other delegated authorities of the Municipality
- Facilitate participation by the local community in the issues of the municipality
- Develop and maintain a system for assessing community satisfaction with municipal services
- Represents the municipality at provincial and national level
- Perform any other function granted by the Municipal Council and as Accounting Officer

**Please Note:** No late or faxed applications will be considered. Candidates are required to complete the prescribed "Appendix A" application form as per Regulation on Appointment and Terms of Service for Senior Managers, Government Notice 21 in Government Gazette 37245 dated 17 January 2014, available on the website at [www.kaigarib.gov](http://www.kaigarib.gov). Under the heading "Vacancies". Short-listed candidates will be

subject to security investigation / approval, qualification verification and job history / reviewing referrals and skills assessment and also to reveal their financial interests. The successful candidate must sign a contract of employment and a Performance Agreement. Kail Garib Municipality reserves the right to cancel / cancel a contract of employment and recover all costs incurred by the Municipality including compensation, advertisement, etc. if it is known that the successful candidate has submitted false or insufficient information that led to it that it is in contravention of the provisions of the Municipal Council Policy, Municipal Systems Amendment Act, No 7 of 2011 or any other applicable legislation.

The municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, 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; If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person. Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant. The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment. If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to: Applications that hold any political office positions namely Chairperson, Deputy Chairperson, Secretary, Deputy Secretary or Treasurer Nationally, Provincially, Regionally or other areas in which the party operates; or any position in a political party equivalent to a position mentioned above, Irrespective of the title designated to that position, shall not be considered for appointment as Municipal Manager

**If you meet the specified requirements, detailed CVs, certified copies of academic qualifications, Identity Document, Police Clearance Record and Driver License (certified copies not older than 3 months) must be addressed to the Mayor, Kail Garib Municipality, Private Bag X6, Kakamas 8870 or delivery per hand off at the Municipal Building, Main Road, Keimoes.**

**Closing date: Friday 6 May 2022**

**Enquiries: Clr. MM Matthys (Mayor) at (054) 461 6418 during office hours (07:30 - 16:30).**

The Municipality reserves the right to appoint or not appoint any person.

**Clr. MM Matthys - Mayor**

Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interest; Nama-Khoi Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, 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; If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person. Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant. The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment. If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to: Applications that hold any political office positions namely Chairperson, Deputy Chairperson, Secretary, Deputy Secretary or Treasurer Nationally, Provincially, Regionally or other areas in which the party operates; or any position in a political party equivalent to a position mentioned above, Irrespective of the title designated to that position, shall not be considered for appointment as Municipal Manager