



WALTER SISULU LOCAL MUNICIPALITY
(BURGERSDORP, MALETSWAI, STEYNSBURG, VENTERSTAD AND JAMES CALATA)

NOTICE: 94/2022/2023

The Walter Sisulu Local Municipality is a Category 2 Municipality. It is situated within the Joe Gqabi District Municipal Area, in the Eastern Cape. The municipality is looking for the services of vibrant, committed and suitably qualified individuals to fill the following position:

INTERNAL/EXTERNAL ADVERTISEMENT
(The Head Office is based in Burgersdorp)

OFFICE OF THE MUNICIPAL MANAGER

SENIOR MANAGER: OFFICE OF THE MUNICIPAL MANAGER
TASK GRADE 16

SALARY SCALE: R 562 152.00– R 729 673.00 PER ANNUM)

REQUIREMENTS AND COMPETENCIES:

Grade 12 plus an appropriate B Degree in Public Management / Public Administration and/or equivalent; Management with strong Administrative and Performance Management; 4-6 years' experience at a Middle Management level preferably in a local government environment.

RESPONSIBILITIES :

- Manage and deal with all administrative correspondence in the office of the Municipal Manager. Ensure that all queries in the office of the MM are attended to.
- Follow up on all instructions given by MM to obtain responses. Ensure that all correspondences (internally and externally) are attended to.
- Scrutinise letters and memorandums in relation to adequacy and compliance. Advise the Municipal Manager on key strategic matters in the office of the MM.
- Deal with any other matter delegated by the MM. Prepare reports and memorandums in the office of the MM. Coordinate and attend Top Management meetings with the MM.
- Follow-up on the implementation of Council resolutions and other related matters. Ensure effective functioning of the MM s office.
- Manage communication between the municipality's administration and its political structures. Exercise any powers and duties delegated to the Municipal Manager by the municipal council, or sub-delegated by other delegating authorities of the municipality to the Municipal Manager. Ensure the implementation of national and provincial legislation applicable to the municipality. Perform any other function that may be assigned by the Municipal Manager

SKILLS AND COMPETENCIES:

Extensive practical knowledge of legislation governing local government and other related legislation. Advanced understanding and experience in institutional governance systems and performance management (preferably in local government). Advanced understanding of Council operations and system of delegation of powers. Understanding of good governance practices, namely internal audit, risk management, etc. Experience in community facilitation and networking.

Council subscribes to the policy of affirmative action. Only shortlisted candidates will be contacted and if you are not contacted within 30 days after the closing date, please consider your application unsuccessful. Walter Sisulu Local Municipality is under no obligation to fill the position after the advertisement thereof. People with disabilities are encouraged to apply. No faxed applications will be accepted.

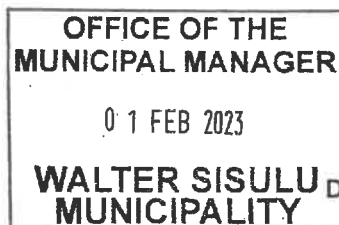
Any enquiries can be directed to Mr. Sipho Sontashe, the Manager Human Resources at number 051 – 653 1777

Closing date: Friday, 24 February 2023

Applications together with your CV's must be addressed to:

Attention: Human Resources Office
The Municipal Manager
Walter Sisulu Local Municipality
01 Jan Greyling Street
BURGERSDORP
9744


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KAYALETU GASHI
MUNICIPAL MANAGER



DATE 01/02/2023