



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 18 / 2023



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

SENIOR MANAGERS X4
MUNICIPAL MANAGER / CHIEF FINANCIAL OFFICER / DIRECTOR: OPERATIONAL SERVICES /
DIRECTOR: SUPPORT SERVICES

Appointments will be made in terms of section 56 and 57 of the Municipal Systems Act, 32 of 2000. Appointments is subject to compliance with the minimum prescribed higher educational qualification, experience and attainment of demonstrated evidence of competent, advanced or superior competency level as measured against the competence requirements for senior managers as set out in the Regulations on Appointment and Conditions of Employment of Senior Managers (GNR.21 GG37245, dated 17 January 2014). The positions will be stationed in Clanwilliam. All Appointments subject to the signing of a contract of employment and performance contract and a disclosure of financial interest.

MUNICIPAL MANAGER
THIS IS A FIVE – YEAR FIXED TERM CONTRACT APPOINTMENT

Key Responsibilities: The overall management of the Municipality in order to ensure efficient and effective provision of services, promoting economic growth, facilitation of social and economic development, and long term sustainability of the Municipality • Perform all functions, duties and responsibilities as contained in relevant local government legislations that impacts on local government, and of management of staff towards fulfilling core basic service delivery functions of the municipality.

Requirements include: A Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent with at least 5 years' experience at senior management level and 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; and 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 Executive Mayor, Councillors, communities and residents • An aptitude for strategic / operational planning and implementation management, decision-making, leadership, innovation and motivation • Successfully completed all the Prescribed Minimum Competency Level in Unit Standards as required in Regulation 5 provided for in GNR. 493 GG 29967, dated 15 June 2007, as amended by GNR 1146 GG 41996, dated 26 October 2018 (municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment) • Computer Literacy • Effective Communication Skills in at least two of the three official languages of the Western Cape (English, Afrikaans, Xhosa) • Strategic Thinking Skills • Positive Attitude • Valid Code B driver's licence.

Remuneration: A total remuneration package: R 1,046,220 – R 1,286,072 plus a 7% Remote Allowance as prescribed in the Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 18 / 2023



directly accountable to Municipal Managers (Notice no 351 of the Government Gazette no 43122 of March 2020) of a Grade 2 Municipality.

CHIEF FINANCIAL OFFICER
(PERMANENT EMPLOYMENT CONTRACT)

Key Responsibilities: Report directly to the Municipal Manager on key departmental activities • Managing the Financial Services Department • Developing, implementing and managing strategies which will impact positively on the financial performance of Cederberg Municipality • Ensuring the accurate execution of municipal functions in compliance with relevant legislation • Overhead accountability for all revenue and income, assets and settlement of liabilities • Meticulous execution of Council policies • Compiling financial statements and applying budgetary control measures • Implementing generally accepted municipal accounting practice within relevant legislation • Responsible for the performance system of the department • Supervising the implementation of elements of the IDP within the Department • Controlling efficient budget management and control of the department • Establishing and maintaining a sound quality management system in accordance with relevant legislation, policies, practices and standards • Performing statutory duties and excising delegated authority Supply Chain Management, ratings & tariffs, equitable share and financial viability monitoring • Responsible for the performance of subordinates.

Requirements include: Bachelor's Degree in the fields of Accounting, Finance or Economics or relevant qualification registered on the National Qualification Framework at a NQF level 7 with a minimum of 360 credits • Successfully completed all the Prescribed Minimum Competency Level in Unit Standards as required in Regulation 5 provided for in GNR. 493 GG 29967, dated 15 June 2007, as amended by GNR 1146 GG 41996, dated 26 October 2018 (municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment) • a Minimum of 5 years' experience at middle management level preferably in the Local Government Sector • Computer Literacy • Effective Communication Skills in at least two of the three official languages of the Western Cape (English, Afrikaans, Xhosa) • Strategic Thinking Skills • Positive Attitude • Valid Code B driver's licence

Remuneration: A total remuneration package ranging from R 859,002 – R 1,055,932 plus a 7 % Remote Allowance as prescribed in the Upper Limits of Total Packages Payable to Managers directly accountable to municipal managers (GN. 351 GG 43122, dated 14 March 2020) of a Grade 2 Municipality.

DIRECTOR: OPERATIONAL SERVICES
(PERMANENT EMPLOYMENT CONTRACT)

Key Responsibilities: Report directly to the Municipal Manager on key departmental activities • Overall management of the Civil, Electrical, MIG, etc. • Provide strategic and operational leadership in the Technical Services department of the municipality to ensure compliance with legal requirements in all functions of the department • Ensure adequate clean water supply • Ensure effective and environmentally friendly sewer purification • Ensure an economic and sustainable road network • Ensure the design and implementation of effective storm water Drainage and kerbing • Ensure effective resurfacing of roads and repair of potholes • Ensure adequate electricity supply in compliance with legal requirements • Provide support and advice to the municipal manager and council • Develop policies, practises and operating standards relevant to the Technical department.



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 18 / 2023



Requirements: An Appropriate tertiary qualification in Engineering and registration with the council of Engineering services

- At least 5 years senior managerial experience preferably within a Local Government environment
- Extensive Experience in the Engineering fields applicable to Local Government (Civil & Electrical)
- Extensive Knowledge of Local Government legislation
- Successfully completed all the Prescribed Minimum Competency Level in Unit Standards as required in Regulation 5 provided for in GNR. 493 GG 29967, dated 15 June 2007, as amended by GNR 1146 GG 41996, dated 26 October 2018 (municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment)
- a Minimum of 5 years' experience at middle management level preferably in the Local Government Sector
- Computer Literacy
- Effective Communication Skills in at least two of the three official languages of the Western Cape (English, Afrikaans, Xhosa)
- Strategic Thinking Skills
- Positive Attitude
- Valid Code B driver's licence.

Remuneration: A total remuneration package ranging from R 859,002 – R 1,055,932 plus a 7 % Remote Allowance as prescribed in the Upper Limits of Total Packages Payable to Managers directly accountable to municipal managers (GN. 351 GG 43122, dated 14 March 2020) of a Grade 2 Municipality.

DIRECTOR: SUPPORT SERVICES
(PERMANENT EMPLOYMENT CONTRACT)

Key Responsibilities: Report directly to the Municipal Manager on key departmental activities

- Managing the Financial and Administrative Services Department
- Developing, implementing and managing strategies which will impact positively on the financial performance of the Cederberg Municipality
- Ensuring the accurate execution of municipal functions in compliance with relevant legislation
- Manages and execute all capital projects of the Directorate including Housing / Human Settlements, Traffic Service, Recreation & Cemetery Services, etc
- Meticulous execution of Council policies
- Providing administrative support and records management services including secretarial/committee service
- Supervising the implementation of elements of the IDP within the Department
- Controlling efficient budget management and control of the Department
- Establishing and maintaining a sound quality management system in accordance with relevant legislation, policies practices and standards
- Performing statutory duties and exercising delegated authority
- Overseeing all facets of Human Resources Management as well as Information and Communication Technology services
- Responsible for the performance of subordinates.

Requirements include: A Bachelor's Degree in Public Administration / Management Science / Law / other relevant field or equivalent qualification or at least a relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits

- Minimum of five (5) years' experience on middle management level.

Remuneration: A total remuneration package ranging from R 859,002 – R 1,055,932 plus a 7 % Remote Allowance as prescribed in the Upper Limits of Total Packages Payable to Managers directly accountable to municipal managers (GN. 351 GG 43122, dated 14 March 2020) of a Grade 2 Municipality.

PLEASE SPECIFY WHICH POSITION YOU APPLY FOR!

Closing date for applications: 14 April 2023 at 12h00.



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 18 / 2023



IMPORTANT: Applications must be submitted on an official application form for senior managers to: Private Bag X2, Clanwilliam, 8135. Mark the Envelope clearly: Application for Vacancy Municipal Manager • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za Applications must be accompanied by a comprehensive CV with certified copies (not older than 3 months) of qualifications, identity document, driver's license, particulars of at least three contactable references and full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalised, instituted against the applicant in his or her current or previous employment. The successful applicant will have to sign an employment contract, performance agreement and disclose financial interest. All applicants will undergo security vetting. Applications must be hand delivered or posted • The Cederberg Municipality reserves the right not to make an appointment.

Enquiries: Contact Henry Witbooi at 027 482 8000 during office hours

Please Note: Canvassing any individual member of the Municipality will result in automatic disqualification. No late applications will be considered • Candidates will be expected to complete a practical competency-based and psychometric assessment • Applicants must note that their appointment is subject to the following reference checks: qualifications, criminal records, vetting and record of dismissed staff members contemplated in section 57A of the Municipal Systems Act. • The successful incumbent must sign an employment contract and performance agreement as contemplated in section 57 of the Municipal Systems Act • The incumbent will also be required to provide a disclosure of financial interests • The appointment will be effected in accordance with the Municipality's Employment Equity policy and plan • If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful.

THE COUNCIL STRONGLY SUPPORTS A FULLY VACCINATED WORKFORCE

A TITUS
ACTING MUNICIPAL MANAGER