



The Knysna Municipality, which lies strategically within the southern region of the Western Cape, in the middle of the Garden Route and stretches from Sedgefield in the West to Knoetzie in the East, require a suitably qualified and experienced person to lead the Municipality as Municipal Manager. The successful applicant will need to be committed to achieving Knysna's mission statement, viz:

***"To provide affordable quality services, alleviate poverty, and facilitate social and economic development of the Greater Knysna Municipal Area through integrated development planning, skills development and the sustainable use of resources"***

Knysna strives towards rendering a high quality service to all its residents and is fully committed to a policy of Employment Equity.

## **MUNICIPAL MANAGER**

**Remuneration package: R 930 409 (minimum); R 1 069 436 (midpoint) and R 1 208 463 (maximum) per annum (as determined by Notice No: 40118 of July 2016 on upper limits for Senior Managers for a Category 3 Municipality)**

***(Possible negotiation with the successful candidate on the above package after concurrence of the MEC)***

The post is subject to a fixed term Contract of Employment of five years (5 years) as well as acceptable conduct and performance during the term.

The successful incumbent will be the Municipal Manager of the Knysna Municipality.

### **Key performance areas:**

- The development and management of an economically effective, accountable administration which is equipped to implement the Municipality's Integrated Development Plan, to operate in accordance with the Municipality's performance management system and to understand the needs of the local community;
- The management of the provision of services to the local community in a sustainable and equitable manner;
- The appointment, training, discipline and effective utilization of staff;
- The promotion of sound labour relations and compliance with applicable Labour Legislation;
- Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their decisions;
- The administration and implementation of the Municipality's By-laws and other Legislation;
- Exercising of any powers and performing any duties delegated by the Municipal Council, or by other delegating authorities of the Municipality;
- Developing and maintaining a system for the assessment of community satisfaction with Municipal services;
- The performance of any other function that may be assigned by the Municipal Council and as Accounting Officer;
- 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;
- Facilitate the co-ordination of the economic development initiatives;
- Other relevant duties.

**In order to meet the needs of the Knysna Municipality, the successful applicant will conform to the following requirements:**

- Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent;
- 5 Years relevant experience at a Senior Management level and proven successful institutional transformation within public or private sector;
- Advanced knowledge and understanding of relevant Policy and Legislation;
- Advanced understanding of institutional governance systems and performance management;
- Good Governance;
- Audit and risk management establishment and functionality;
- Budget and finance management;
- Good facilitation and communication skills in at least two of the three official languages of the Western Cape;
- Valid driver's license and own vehicle;
- Minimum Competency Requirements as per Government Notice GNR 493 published in Government Gazette 29967 dated 15 June 2007 and Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21 published in Government Gazette dated 17 January 2014 or completion of same before August 2018

### **Please note:**

- 1 It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit record. The candidate will be required to disclose all financial interests.
- 2 All applications **must** be submitted with a detailed CV, **certified copies of qualifications and ID document**, the names of three references from current and previous employers and a **fully completed official application form**, as available from the municipal website or the Human Resources Department, to be couriered to the Human Resource Department, PO Box 21, Knysna, 6570. No faxed or e-mailed applications will be considered.

- 3 Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 56 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on appointment and conditions of employment of Senior Managers.
- 4 **Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful.**

**Closing Date: 28 April 2017**

Applicants will be informed of the outcome of the selection process upon completion thereof.

**ERJ BOUW-SPIES**

**EXECUTIVE MAYOR**

The Council reserves the right not to make an appointment.