



## **JOZINI MUNICIPALITY (KZ 272)**

**Private Bag X028, Jozini, 3969**

**Circle Street, Bottom Town, Jozini**

**Tel: (035) 572 1292 Email: [tbuthelezi@jozini.org.za](mailto:tbuthelezi@jozini.org.za) Fax: (035) 5721266**

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The Jozini Municipality is an equally opportunity employer and subscribes to an affirmative action programme, which is non-sexist, non-discriminatory and based on merit. By the following positions, the Jozini Municipality is seeking for dynamic individuals to assist the municipality in achieving its objectives

### **MUNICIPAL MANAGER**

**5 -Year contract Performance based contract  
Remuneration Package-Negotiable  
REF: 036**

**Job Purpose:** Leadership and Direction of the Administration of the Municipality through effective strategies to fulfill the objectives of Local Government provided for in the Constitution of the Republic of South Africa and any legislative framework that governs local Government.

- Foster relationship between the Municipal Council and the administrative arm of the municipality as well as the key stakeholder and
- Creating an environment that defines the purpose and role of local government as a means to involve people in shaping the future of our communities

**Minimum Requirements:** Masters Degree qualification in Public Administration, Business Administration, Legal or related field.

- 5 years proven experience in a senior management position in Local Government environment
- Project Management, Human Resources, Strategic Management and Supply Chain Management qualification would be an added strong advantage.
- Ability to communicate and negotiate at all levels of Government and with all the relevant role players
- The ability to provide strategic, visionary and innovative and practical leadership
- Extensive and practical knowledge of Local Government.
- Proven track record in implementing local government turn around strategies and development of local government related policies.
- Extensive knowledge on Performance Management Systems and implementation within Local Government
- Knowledge of Local Economic Development, Integrated Development Planning, Community Based Planning and rural sustainability livelihood strategies.
- Valid Code drivers licence

### **Key Performance areas**

- Assume responsibilities of an Accounting Officer and Head of Administration
- Forming and developing an economic, efficient and accountable administration
- Manage the interface with the Mayor and Council so that the Administration is aligned with the priorities of the Council.



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- Providing advisory and support service to the Mayor, Executive Committee and Council with regard policy issues
- Provide leadership and accountability in Audit , Fraud, Risk Management and Governance matters
- Ensuring implementation of IDP, LED and Sustainable Rural Development
- Ensuring Development and Implementation of the Performance Management System as prescribed in the Municipal Systems Act
- Facilitate participation by Local Communities in the affairs of the Municipality
- Strategically manage the use of Council's resources to ensure Economic Effective and Efficient Service Delivery
- Manage the Municipality' Administration in Accordance with the constitution, Local Government Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act and other applicable legislations
- Ensure sound cooperative governance
- Manage provision of services to local communities in a sustainable and equitable manner
- Promote sound Labour Relations and compliance by the Municipality with applicable Labour Legislation
- Appointing managing, effectively utilizing and training staff and maintaining staff discipline
- Being responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality and proper and diligent compliance with applicable Municipal Finance Management legislation

Enquiries can be directed to: Office of the Mayor on 035-5721292 during office hours (8h00 -16h30)  
Covering application letter, comprehensive Curriculum Vitae, certified copies of qualifications, license and ID copy.

**The applications must be handed or posted to: The Mayor, Jozini Municipality, Private Bag X028, Jozini, 3969**

**Faxed and emailed applications will not be considered**

**Note: Applications with no reference will be disqualified. Should you not hear from us in 30 days after closing date, consider yourself as unsuccessful.**

**CLOSING DATE: 17 September 2012**

**Mr Bongumusa Ntuli  
Acting Municipal Manager**