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VACANCY CIRCULAR: 21/2021

Applicants are invited from candidates who consider themselves as suitably qualified persons for the appointment on the position/s listed on this circular.

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POST : CHIEF OPERATIONS OFFICER
EMPLOYMENT : FIVE-YEAR FIXED TERM PERFORMANCE-BASED CONTRACT

**SALARY SCALE: Minimum: R1 026 342.00; Midpoint: R1 207 460.00.
Maximum: R1 388 579.00 Total remuneration Package Per annum**

MINIMUM REQUIREMENTS

- A Bachelor's Degree in Social Sciences/Public Administration/Law or equivalent qualification relevant to the knowledge and skills required for the position.
- Five (5) years' experience at middle management level, with proven successful institutional transformation within the public and private sectors.
- A Certificate in Municipal Finance and Management will be an added advantage.
- A valid Code Driver's Licence.
- Candidates will be expected to demonstrate their knowledge and experience of the principles of good corporate governance and compliance in a government or quasi-government environment, as well as policy implementation, contract and risk management, implementation of systems and controls, and performance management.
- Candidates must be able to demonstrate extensive experience in the management of a substantial staff complement and budget.
- Candidates will, in addition, be required to demonstrate a practical understanding of the constitutional, legislative and policy frameworks governing the local sphere of government and, in particular, the responsibilities of a senior manager in terms of the Municipal Systems Act (No. 32 of 2000) and Municipal Finance Management Act (No. 56 of 2003).

DUTIES (but not limited to)

- Manages the assessment, evaluate and analysis of understanding the vision, mission and strategic objectives of the Municipality by determining the level at which the control environment operates;
- Participate in the review of the Municipality's institutional Performance management system;
- Coordinates and manages relations with investors;
- Leads, directs and manages service operations;
- Implement strategic plans for Management;
- Business Planning;
- Develop Policies;
- Lead towards achieving high quality and positive service delivery outcomes;
- High level engagement with external stakeholders;
- Oversees the coordination of the Development and Implementation of a Growth and Development Strategy for KSD.
- Oversee compliance of the Municipality with the constitutional, legislative and policy framework of local government.
- Provide strategic leadership, direction, support and advice to the office of the Municipal Manager in terms of applicable legislation.
- Oversee internal audit and legal services to the Municipality as a whole.
- Oversee the provision of administrative support to the office of the Executive Mayor and the Speaker.

CLOSING DATE: NOT LATER THAN FRIDAY, 02 JULY 2021 AT 16H00.

Applications must be forwarded to:

Office 312 Archives and Registry, third Floor, Munitata Building or Post to: The Director Corporate Services KSD Local Municipality. P. O .Box 45. MTHATHA 5099.