



The Drakenstein Municipality comprises of the towns Paarl, Wellington, Gouda, Saron and Hermon. As one of the largest municipalities outside Cape Town, the Municipality strives to provide the best possible amenities to its residents, the business community, industry and tourists.

The successful applicants will be committed to the achievement of Drakenstein Municipality's mission, namely:

“Working together to create a place of opportunities”

Should you comply with the minimum requirements for these posts, possess the necessary integrity and an excellent track record; you are invited to apply for the following 5-year Performance-based contract appointments:

MUNICIPAL MANAGER

The successful Incumbent shall be the Head of Administration and also the Accounting Officer, reporting directly to the Executive Mayor, the Executive Mayoral Committee and the full Council. As Municipal Manager, you will be responsible for: the overall management of the Municipality to ensure that economic growth and development are facilitated; poverty is alleviated; efficient and effective services are delivered to all the inhabitants of the Drakenstein area; and that long-term sustainability of the Municipality is ensured within the requirements of the relevant legislation in achieving the strategic objectives of Council.

Requirements for the post include: • Applicable B degree or equivalent (NQF 6) at an acceptable institution and compliance with the qualifications as prescribed in terms of the legislation • Extensive, relevant experience at senior management level – at least 7 years in an executive management position • A formal post graduate management qualification would be advantageous • Valid code EB driver's licence • Computer literate • Thorough knowledge of municipal and other applicable legislation • Knowledge of the statutory requirements regarding the position and the ability to comply therewith • Excellent communication and facilitation skills in at least two of the official languages of the Western Cape.

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 legislation such as, but not limited to, The Constitution, MFMA, Municipal Structures Act, Municipal Systems Act, Promotion of Administrative Justice Act.
- Ensuring the streamlining of staff towards core basic services.

EXECUTIVE DIRECTOR: FINANCIAL SERVICES

The successful Incumbent shall be the Chief Financial Officer of the Drakenstein Municipality and will manage the entire finance department.

Requirements for the post include: A B.Compt (Hons) degree or equivalent qualification (NQF 7) at an acceptable institution and compliance with the qualifications as prescribed in the relevant legislation • Registration as a Chartered Accountant will be to your advantage • Demonstrable experience in the management of a substantial staff and a significant budget in a regulated environment with knowledge of the MFMA/PFMA in pursuing sound financial management of the municipality • In-depth knowledge and understanding of the local government legislative framework • Minimum of 7 years' experience in a senior/executive position in the financial field • Excellent communication and facilitation skills in at least two of the official languages of the Western Cape • Computer literate • Valid code EB driver's licence • Extensive knowledge of legislation, processes and procedures relating GAMAP/GRAP.

Key Responsibilities: Be responsible for the preparation and the control of the budget • Ensure compliance with all sections of the MFMA, other financial Legislation and regulations • Preparation of annual financial statements according to prescribed standards • Develop and facilitate the implementation of the supply chain management system consistent with the legislative framework • Ensure that the Budget and medium term expenditure framework of the Municipality is aligned to the five year IDP of the Municipality.

EXECUTIVE DIRECTOR: CORPORATE GOVERNANCE

The successful Incumbent shall be responsible for Administrative Services, Information Technology, Human Resources, Facilities and Property Management as well as Legal Services.

Requirements for the post include: • Applicable B degree or equivalent (NQF 7) at an acceptable institution and compliance with the qualification as prescribed in terms of the relevant legislation • A formal management qualification would be an advantage • Minimum of 7 years relevant experience at senior management level • Thorough knowledge of municipal and other applicable legislation • Knowledge of the statutory requirements regarding the position and the ability to comply therewith • Computer Literate • Valid Driver's licence • Excellent communication and facilitation skills in at least two of the official languages of the Western Cape.

Key Responsibilities: Manage the entire Corporate services Directorate • The control and overarching of accountability for the various line functions within the Directorate comprising the Administration, Facilities and Properties, Information and Communication Technology, Legal Services and Human Resources • The rendering of advice, guidance and support to Council regarding good governance, legislative compliance and legal and procedural matters pertaining to the functioning of the Directorate • Financial, Budget and Performance management of the Directorate.

In order to meet the needs of the Drakenstein Municipality, the successful applicants will conform to the following requirements:

- The preferred candidate will ensure that he/she is in possession/will be in possession of the prescribed defined minimum statutory qualification within the required statutory time frames.
- Candidates must be willing to be subjected to an interview and evaluation process (over 2 days) and that previous employers and references may be contacted.
- Candidates invited for selection are responsible for their own travelling and accommodation costs, which will be re-imbursed according to Council policy.
- Applicants must grant permission for qualifications, credit and criminal record verification.
- A certified copy of your highest qualification must accompany your application. No copies of other qualifications must be included at this stage
- Market-related remuneration packages are offered.

Applications, not exceeding 10 pages, are to be forwarded to ODS Consultants CC, PostNet Suite 227, Private Bag X7, Tyger Valley, 7536 or by e-mail to: office@ods.org.za.

Please note:

Original Qualification Certificates and Certificates of Service must be produced at any resultant interviews. Failure to produce original certificates and/or certificates of service at said interview will result in immediate disqualification of the applicant.

Administrative enquiries may be directed to Annalene Barnard at tel. no: 022 772 1307.

Closing Date: 26th of January, 2012.

Please state clearly on your application for which post you are applying. Late applications will not be considered. Canvassing of Councillors for the purpose of being appointed is not permitted, and proof thereof will result in disqualification.

If you have not received feedback within 2 months of the closing date, please accept that your application was unsuccessful.

The Municipality reserves the right to not make an appointment.

