



**Drakenstein Municipality comprises of the following towns namely; Paarl, Wellington, Gouda, Saron, Hermon and Simondium. It is the largest municipality in the Western Cape after the City of 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 vision, namely:**

**“A CITY OF EXCELLENCE”**

Should you comply with the minimum requirements of this post, possess the necessary integrity and excellent track record, you are invited to apply for this 5 year fixed term performance based appointment.

## **City Manager**

### **Total-cost-to-employer remuneration package within the Regulations of the determination of the Upper Limits for Senior Managers of a Category 6 Municipality**

The successful Incumbent shall be the Head of Administration and also the Accounting Officer. As City Manager you will be responsible for the overall management of the Municipality to ensure that economic growth and development are facilitated; that poverty is alleviated; that efficient and effective services are delivered to all the inhabitants of the Drakenstein Municipal 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:** At least a Bachelor Degree or relevant qualification at NQF level 7 with at least ten 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 Executive Mayor and Councillors, communities and residents and an appreciation of the centrality of the IDP for effective service delivery. An aptitude for strategic / operational planning and implementation management, decision-making, leadership, innovation and motivation. Compliance within 18 months of appointment with the National Treasury Regulations on the Required Minimum Competency Level in Unit Standards for Senior Managers. Computer skills and a valid driver's license.

**Added Advantage:** Master's Degree in Public Administration or equivalent.

**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 and the Promotion of Administrative Justice Act. Ensuring the optimisation of staff towards core basic service delivery.

**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 of the prescribed defined minimum statutory qualification; Candidates must be willing to be subjected to an interview and evaluation process and that previous and current employers and references may be contacted; Candidates invited for selection are responsible for their own travelling and accommodation costs, which will be reimbursed according to Council policy; Applicants must grant permission for qualification, credit and criminal record verification; and A certified copy of your highest qualification must accompany your application. No copies of other qualifications must be included at this stage.

**Please note:** 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 records.

The successful candidate will be required to disclose all financial interests, sign an employment contract and a yearly performance agreement; All applications must be submitted with a detailed CV (maximum 6 pages), **certified copies of qualifications, ID document and driver's license**, the names and e-mail addresses 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 ([lynn.williams@drakenstein.gov.za](mailto:lynn.williams@drakenstein.gov.za) or 021 807 4508), to be couriered/hand delivered or posted to **ROY STEELE & ASSOCIATES CC, c/o PostNet Suite 227, Private Bag X7, 8 High Street, ROSEN PARK 7536**. Administrative enquiries may be directed to Annalene Barnard at telephone number: 022 772 1307. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.

**Closing Date: 29 October 2021**

Late applications will not be considered. Canvassing of Councillors for the purpose of being appointed is not permitted, and proof hereof will result in disqualification.

*The Municipality reserves the right not to make an appointment.*