



The City of Tshwane seeks to fill the following executive-level position. Appointment in this position will be subject to signing an employment contract and performance agreement, as well as disclosure of financial interests.

**Fixed-term performance-based contract for a period being the shortest of three years or a period with a termination date not exceeding one year after the next general local government election**

**Job Forum 12/2019**

## **CITY MANAGER**

**(reference number: OFCM011-2019)**

**Annual all-inclusive remuneration package:** R2,568,755; R3,251,589; R3,934,423 per annum

To be stationed at Tshwane House, Pretoria Central, but functioning in the whole municipal area of Tshwane

### **Appointment requirements:**

- A bachelor's degree in Public Management, Political Science, Social Science, Law or an equivalent qualification
- A master's degree in Management Science will be an added advantage
- Twelve years' experience, of which at least five years must be at senior management level
- Proven experience in successful institutional transformation in 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 skills
- Understanding of the establishment and functionality of audit and risk management
- Budget and financial management skills
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007
- No criminal record (excluding previous convictions related to political activities under the previous dispensation) and the applicant must undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

**Primary functions:** To strategically lead and manage the total administration of the City of Tshwane to ensure that the City becomes the leading African city that it aspires to be. The City Manager reports to the Executive Mayor of the City of Tshwane and will manage a team of senior managers with diverse portfolios. The City Manager is responsible and accountable for the following key performance areas:

To lead the Municipality's administration in such a manner that a culture of performance and service delivery excellence is pursued and sustained

To direct, coordinate and implement the Municipality's Integrated Development Plan, including the development of policies and procedures to facilitate effective community participation

To provide sound advisory and strategic support to the Executive Mayor, Mayoral Committee and political structures of Council

To manage the administration of the Municipality to fulfil the objectives of the City of Tshwane's Five-year Strategic Plan

To facilitate and foster sound stakeholder relationships with all key stakeholders such as the community, the administration, the political arm, the business community, and tertiary, academic and research institutions as well as the diplomatic corps

To ensure that the financial practices of the City of Tshwane embrace the principles of developmental finance, thereby advancing effective delivery of the City's Development Strategy

To ensure adherence to all legislation that govern local government

To be accountable for fiscal responsibility and governance

To apply, hand-deliver your CV, accompanied by an official City of Tshwane application form, to the Employee Interaction Centre, 1<sup>st</sup> Floor, Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central, or apply online by visiting the City of Tshwane public website and clicking the services link and then e-recruitment.

(Internal candidates can apply through the intranet ESS-MSS portal or the public website.)

Application forms are available on the City of Tshwane's website at

<http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

**Enquiries: R Zaayman (012 358 4363)/E Scholtz (012 358 4071)**

**Closing date: 30 September 2019**

**Please note that the One-Stop Centre will close for applications at 12:00 on this day.**