

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

OFFICE OF THE MUNICIPAL MANAGER MANAGER QUALITY ASSURANCE (REFERENCE: MUN 12) PERMANENT APPOINTMENT – CERES

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- An NQF Level 7(360 Credits) qualification relevant to Local Government.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with the Minimum Regulations on Competency Levels of 2007, required within 18 Months of appointment
- A Valid Code 8 Driver's License and own transport.
- Computer Literacy (MS Applications).
- 8 Years or more relevant experience with 3 years extensive managerial experience.
- 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 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) Knowledge: Sound knowledge and experience in good governance and legislative compliance, policy implementation, risk and fraud management, project management, implementation of systems and controls, functional performance management, management of a substantial staff complement and budget;
- The incumbent must have sound knowledge of Policies and Procedures, Risk, Fraud and Internal Control.
- Management, Strategic Management and dealing with Risk & Internal Auditing; Discretion and trustworthiness.
- Must have sound knowledge of local government operations and functionality, specifically relating to Risk and Fraud Management, relations, stakeholder Management.
- Must have sound knowledge of labour laws.
- Must have sound knowledge of relevant laws and regulations governing Local Government, Risk and Fraud Management, Intergovernmental Relations, and stakeholder management.
- Strategic planning skills and sound knowledge of strategic planning processes.
- Fluent in 2 of the 3 languages spoken in the Western Cape: Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position, whereby the employer reserves the right to institute a performance management program.

Competencies:

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Functional and Professional Competencies	Disciplinary Specific Skills; Financial Management; People Management; Planning and Organising; Monitoring and Control; Organizational Awareness; Attention to detail; Direction setting; Dispute resolution; Problem solving & Negotiation.
2.	Public Service Orientation Competencies	Interpersonal Relationships; Communication; Service Delivery Orientation; Client Orientation and Customer Focus
3.	Personal Competencies	Action Orientation; Resilience; Change Readiness; Cognitive ability; Learning orientation
4.	Management/Leadership Competencies	Impact and Influence; Team orientation and Coaching and monitoring.

JOB PURPOSE:

- To assist the Municipal Manager with the administration of municipal services and conform to the objectives of local government as prescribed in Chapter 7 of the Constitution.
- Plans, manages and implements key strategic and operational support requirements for the Municipal Manager's Office associated with the administration of the Municipality through effective strategies to fulfill the objectives of Government as encompassed in the Constitution of the Republic of South Africa, Municipal Systems Act 2000 and any other legislative framework that governs Local Government; through the development and implementation of operational policies, procedures, systems and controls guiding critical interventions, applications and outcomes; monitoring the performance of Managers; providing advice and support with respect to specific functional areas (as per reporting relationships) and, controlling the operational dimensions and outcomes ensuring that departmental priorities are adequately addressed and attended to and, key functional areas are aligned towards sustaining and improving the efficiencies of the Office the Municipal Manager.
- The fostering of relationships between the Municipal Council and the administrative arm of the Municipality as well as other key stakeholders. The establishment of an environment that defines the purpose and role of local government as a means of involving people in shaping the Municipality's future.
- Oversee and Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives with respect to Strategic support services, Governance Assurance, Risk and Fraud through co-ordination of operations associated with the Constitution of the Republic of South Africa, Municipal Systems Act 2000 and any other legislative framework that governs Local Government to ensure prompt and efficient execution of sequences and applications.
- Managing and coordinating policy, planning, control and supervision of Strategic support services, Governance Assurance, Risk and Fraud sections, and are responsible for effective administration.
- Besides these core functions, the incumbent is also responsible for the composition of a realistic operating and capital budget for the department and is also responsible and accountable for the execution of instructions received from the Municipal Manager, as prescribed by council and departmental policies

Duties

- Provide integrated strategic leadership and decision-making which supports qualitative and sustainable service delivery consistent with sound development principles; determine the vision, set the direction for the projects and inspire the line management and project assigned task teams to deliver on the Municipal mandate on the short, medium and long term.
- Ensure that the Department complies with ethical values and procedures which uphold the principles of public governance, drive equitable development and resource distribution, considering how political and service standards, policies and programmes achieve public interests.
- Develop and implement the municipality's International and Government Relations Strategy in alignment with the Integrated Development Plan (IDP) and council priorities.
- Ensure the optimal and sustainable utilization of municipal resources and the elimination of fruitless or wasteful expenditure in the direction and management of operational resources, by the provisions of defined strategic support services to the Municipality, ensuring that Strategic support services, Calle Centre and Governance Assurance, Risk and Fraud functions, intergovernmental relations function and Administration policies and strategies are planned and executed cost-effectively and sustainably; supporting achievement of the District Municipality's objectives.
- Identifies with the municipality's strategy with respect to service delivery and defines, implements and monitors the short-term plans/objectives.
- Oversee and manage processes necessary to facilitate communication between the Municipality and its target publics and co-ordinate and monitor the building of a positive image of the Witzenberg Municipality to create a mutual understanding with stakeholders
- Provide strategic direction to lead and drive the development, planning, implementation, and maintenance of the risk management department and related policies and procedures.
- Formulates and manages the evaluation and review of the Operations Plan against critical deliverables as identified in the organization's Integrated Development Plan.
- Manages and controls outcomes associated with the formulation and implementation of specific policies, procedures, systems and controls and forwards/ presents recommendations to support amendments to the Municipal Managers
- Implements procedural administrative requirements and reporting deadlines associated with the functionality
- Implements procedures, systems and controls to regulate specific work sequences associated with the function.
- Prepares capital and operating estimations and controls expenditure against the approved budget allocations in respect of the Division
- Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility.
- Manages and controls outcomes associated with the formulation and implementation of specific policies, procedures, systems and controls and forwards/ presents recommendations to support amendments to the Municipal Manager and/ or Councils Committees

- Prepares capital and operating estimates and controls expenditure against the approved budget allocations for the Office of the Municipal Manager
- Manages, co-ordinates and controls key dimensions and requirements associated with Occupational Health and Safety
- Implements procedural administrative requirements and reporting deadlines associated with the functionality

Salary: Post Level T16 of a Grade 4 Municipality

(Standard local government benefits such as Pension fund contribution, Motor scheme allowance, Medical Aid, Annual bonus, Housing subsidy, Group life and Cellphone allowance apply)

Interested candidates must complete an official application form, available on our website at www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** With a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references (with email address of referent – the referent must be work-related) to the Senior Recruitment Practitioner, 50 Voortrekker Road, Ceres, 6835 or E-mail to: jobs@witzenberg.gov.za. No CVs will be returned on the applicant's request; therefore, please do not send us your original certificates. For further inquiries, you may contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. Disclosure of incorrect information will lead to disqualification.

Closing Date: 19 JUNE 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply (in terms of the Employment Equity Act))

**Municipal Manager
D Nasson
04/03/24**

08 JUNE 2026