



## RE - ADVERTISEMENT

### CHIEF OF STAFF POSITION

NOTICE NO: 46/2021

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

**Remuneration:** *TASK GRADE 18 OF CATEGORY 2 LOCAL AUTHORITY R 721 630.00 – R936 755.00 PER ANNUM (excluding Council 's benefits) and the successful individual will be also be required to enter into a performance agreement.*

#### **JOB PURPOSE:**

The Chief of Staff of Senqu Local Municipality will manage the key performance areas and result indicators associated with the provision of support to the Political Office (Mayor, Speaker, Councillors and Traditional Leaders).

#### **MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE**

- Grade 12 plus a tertiary qualification - 3-year degree in Public Administration;
- Five (5) years demonstrated/related experience of which 3 years should be in a supervisory position;
- Certificate in Municipal Finance Management (MFMP) or Certificate Programme in Management Development for Municipal Finance (CPMD) in

- line with minimum competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007 will be an added advantage; and
- A valid Code EB driver's license.

## **KEY PERFORMANCE AREAS**

The Chief of Staff of Senqu Local Municipality will manage the key performance areas and result indicators associated with the provision support to the Political Office (Mayor, Speaker, Councillors and Traditional Leaders) and **will thus be required to;**

- Identifying and defining the immediate, short, medium and long-term objectives/ plans, policies and procedures, monitoring tools associated with Section;
- Managing outcomes associated with utilization, productivity and performance of personnel within the Section;
- Managing the implementation of financial controls/ procedures and provides information to support financial planning sequences;
- Giving inputs into Directorates' budget, ensuring proper implementation, monitoring and reporting;
- Managing specific administrative and reporting requirements associated with the key performance and result indicators of the functionality;
- Oversees the management of the Directorate's assets in collaboration with the Asset Management Office;
- Managing all delegated activities associates with the support of the Mayor, Speaker, Councillors and Traditional Leaders including tracking, implementing and reporting on resolutions related to political office;
- Providing all the required support to the operations of the Municipal Public Accounts Committee (MPAC);
- Providing protocol and VIP protection support to the mayor at all official events of the municipality;
- Contributing towards media and press conferences for the Mayor;
- Managing the development of the content of the Mayor 's speech and acting as a Mayor 's spokesperson;
- Implementing, managing and monitoring the Section 's performance management system;
- Managing departmental policy and by-law formulation and monitoring that these are implemented properly; and

- Ensuring that the directorate has adequate resources/capacity and capacity to perform its duties.

## **KEY COMPETENCIES REQUIRED FROM ALL APPLICANTS**

- Ability through a proven track record to craft and successfully execute departmental plans in line with the objectives of the broader organization;
- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services;
- Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives;
- Ability to maintain the high-quality standards while achieving desired outcomes and results;
- Ability to communicate and negotiate at all levels and with all stakeholders in government, civil society and in corporate; and
- Ability to lead and successfully implement projects and programmes.

## **APPLICABLE BENEFITS**

- Medical Aid, Pension, Housing Subsidy, 13<sup>th</sup> Cheque and travel allowance.

**The closing date for submission of applications is Friday, 19 March 2021 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.**

## **APPLICATIONS PROCESS**

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website [www.senqu.gov.za](http://www.senqu.gov.za), together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.

## **CONTACT PERSON**

**All enquiries should be directed to the Director Corporate Services on -  
telephone 051 603 1300/1466 during working hours or  
[koyanaz@senqu.gov.za](mailto:koyanaz@senqu.gov.za)**

**MR M.M YAWA  
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03/03/2021