



AMAJUBA DISTRICT MUNICIPALITY

RE-ADVERTISEMENT FOR THE POST OF THE MUNICIPAL MANAGER VACANCY NOTICE

Amajuba District Municipality situated in Newcastle at Madadeni Township is an equal opportunity and affirmative action Employer. Suitably qualified candidates are invited to apply for the post as indicated below.

MUNICIPAL MANAGER REF: OMM0001

This is a Fixed-Term Employment Contract not exceeding one year after next Local Government Elections. The successful Incumbent shall be expected to sign an Employment Contract, a Performance Agreement and Disclosure of Financial Interests.

Remuneration: In line with the upper limits of total remuneration package for Senior Managers in accordance with Government Gazette No. 4897 dated 30 May 2024 for Municipal Category 2:
R1 113 168 - R1 232 763 -R1 368 368.

Minimum Requirements:

- Matric, Bachelor's Degree in Public Administration/Political Science/Social Sciences/Law or equivalent.
- A qualification relating to the National Treasury Competency Requirements for Senior Officials e.g. CPMD, MFMP or ELMDP. An applicant who does not possess the required minimum competency will be given an opportunity to attain such within the period of 18 months of employment. Failing which, the employment contract will terminate automatically within one month after the applicable period.
- Competencies as per GG No: 29967, June 2007 and Government Gazette No. 37245 of 17 January 2014.
- 5 years' relevant experience at Senior Management Level.
- Proven successful institutional transformation within public or private sector.
- Valid Driver's License and No Criminal Record.

Key Responsibilities:

- Responsible for promotion of a customer-centric Municipality where all employees serves both internal and external customers with passion while putting the spirit of customer services into practice.
- Promotes integrity and ethical behaviour in personal and municipal practices, promote institutional confidence, trust and professionalism.
- Builds alliance for service delivery whilst working efficiently and co-operatively with key and critical stakeholders.
- Promotes a culture of performance and accountability by setting and maintaining performance standards.
- Sets organizational overall strategic direction and leads transformation issues for organizational change.
- Guides and oversees the budget preparation and implementation processes of the Municipality.
- Oversee the quarterly and annual reports of financial and service delivery performance trends and interventions.
- Resolves critical and complex work challenges through development of innovative solutions where appropriate. Defines tasks and milestones to ensure systematic planning so as to accomplish prioritized objectives for Municipality.

Knowledge:

- 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.

Applications must be submitted on an official Amajuba District Municipality's application form that is downloadable from our **website: www.amajuba.gov.za** which must be accompanied by a comprehensive CV, original certified copies of academic certificates including identity document, drivers' licence and covering letter. Applications not made on the official application form will not be considered. Applicants who had applied previously need to re-apply if interested as the previous applications will not be considered. Facsimiles, emails or late applications will not be accepted. Only short-listed applicants will be contacted. If you are not contacted one month after the closing date, your application would have been unsuccessful. Short-listed candidates will be subjected to employment vetting process and candidates recommended for appointment also be subjected as competency assessments as per regulations. The Municipality reserves a right not to fill the post.

Closing date for submission of all applications: **18 December 2025 at 16h00pm.**

Applications MUST be addressed to His Worship, The Mayor of Amajuba District Municipality, Cllr TE Mthembu on:

Physical Address:
Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni
2951
CLLR TE MTHEMBU
HIS WORSHIP THE MAYOR

Postal Address:
Amajuba District Municipality
Private Bag X6615
Newcastle
2940