# MOSSEL BAY MUNICIPALITY

The excellent performing Municipality of Mossel Bay requires the services of a suitably qualified and experienced Municipal Manager to ensure the future top performance of Mossel Bay Municipality. The municipal area, demarcation code WC043, is 2007 sq km in size and includes the towns and/or settlements of Mossel Bay, Hartenbos, Great Brak River, Little Brak River, Glentana, Brandwag, Friemersheim, Herbertsdale and Vleesbaai.

The incumbent must be knowledgable on all aspects of municipal management, possess excellent managerial skills and have a passion to perform. Suitably qualified individuals with innovative thinking abilities, passion and the right attitude are invited to apply for the following performance-based employment post at Mossel Bay Municipality:

# MUNICIPAL MANAGER

**Fixed-term appointment (in line with the Municipal Systems Act, 32 of 2000, as amended)**

The Municipality seeks to appoint a dynamic development specialist as the Municipal Manager, in terms of Section 54A of the Local Government Municipal Systems Act, (Act 32 of 2000). The incumbent reports directly to the Executive Mayor and the position is based on a performance contract. The successful candidate will sign a non-renewable fixed term contract, up to a maximum of five years, not exceeding a period ending one year after the election, at a total cost to company, as well as a performance agreement.

Salary offered shall be in accordance with the Upper Limits Notice of the Total Annual Remuneration Packages of Municipal Managers and Managers Directly Accountable to Municipal Managers issued pursuant to Regulation 35 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers [published under GG. 55150 dated 5 August 2026].

The successful candidate will be the Head of Administration and also the Accounting Officer. As Municipal Manager, you will be responsible for the overall management of the Municipality to ensure that efficient and effective services are delivered to all the inhabitants of the Mossel Bay municipal district, that economic growth and development are facilitated; that poverty is alleviated; and that the long-term sustainability of the Municipality is ensured within the requirements of the relevant legislation in achieving the strategic objectives of Council.

**Requirements:** • Completed Bachelor degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent, with a minimum of 360 credits • A minimum of five (5) years' experience at senior management level • Proven record of successful institutional transformation within the public or private sector • In-depth knowledge of local government legislation and the statutory requirements pertaining to the post • 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 • 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 the Executive Mayor and Councillors, communities and residents • An appreciation of the centrality of the Integrated Development Plan for effective service delivery • An aptitude for strategic/operational planning and implementation management, decision-making, leadership, innovation and motivation • Leading and core competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GN. 21 published under GG. 37245 dated 17 January 2014 • The incumbent must have attained the required minimum competency level in each unit standard ("the unit standards") prescribed in

Regulation 7 of Municipal Regulations on Minimum Competency Levels, GN. R493 published under GG. 29967, dated 15 June 2007 and as amended by GN. 1146 published under GG. 41996, dated 26 October 2018 ("MMC Regulations") OR must complete the unit standards within an 18-month period from the date of appointment as prescribed in Regulation 15(2) of the MMC Regulations • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape • Computer skills • Valid Code B driver's licence and own reliable vehicle • Clean criminal record

**Key responsibilities:** The overall management of the Municipality in order to ensure: • Efficient and effective provision of services • Promotion of economic growth • Facilitation of social and economic development • 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, the Municipal Finance Management Act, the Promotion of Administrative Justice Act, etc. • Ensure the streamlining of staff towards core basic service delivery.

**PLEASE NOTE:**

1. In order to meet the needs of the Mossel Bay Municipality, the successful applicant will conform to the following requirements: • In possession of the prescribed defined minimum statutory qualification • Willing to be subjected to an interview and thorough evaluation process • Previous and current employers and references will be contacted • Verification will be done on his/her qualifications, criminal and credit records • Responsible for his/her own travelling and accommodations costs, which will be re-imbursed according to Council policy • Submit a certified copy of highest relevant qualification with application • No other copies of qualifications must be included at this stage • The successful candidate will be required to disclose all financial interests, sign an employment contract and an annual performance agreement.
2. All applications must be submitted with a detailed CV (maximum 6 pages), certified copies of relevant qualifications, Identity Document and valid driver's license, the names and e-mail addresses of three references from current and previous employers and a fully completed official application form for employment of Senior Manager in terms of government gazette no. 37245 of 17 January 2014 (Annexure C) which is available from the municipal website or the Human Resources Division of the Municipality. **Electronic applications will be accepted at e-mail admin@mosselbay.gov.za.** Alternatively, documents may be couriered to The Senior Manager: Human Resources, P O Box 25, Mossel Bay 6500. Administrative enquiries may be directed to Mr C Engelbrecht (Senior Manager HR) on 044 606 5092.
3. Mossel Bay Municipality is committed to Employment Equity. Appointment will be made according to the Municipality's Employment Equity Plan, which ensures representation of designated groups in the Municipality.

**Closing date: 20 NOVEMBER 2026 (No applications received after 13:00 will be accepted)**

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

Applicants who have not been contacted within three months of closing date should regard their application as unsuccessful.

The Municipality reserves the right not to make an appointment.

**The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998 as amended for the advancement of previously disadvantaged and disabled persons, and therefore encourages persons from these groups to apply.**

**MR CB PUREN**
**MUNICIPAL MANAGER**