

Speaker
Council Item

**ESTABLISHMENT OF PANEL OF SHORTLIST AND INTERVIEWS FOR APPOINTMENT
OF CITY MANAGER**

1. Purpose

- 1.1 To request the Council to approve and interview panel for the appointment of City Manager.

2. Discussion

- 2.1 Council at its meeting on 18 December 2021, resolved the position of the City Manager be advertised and the process of selection be embarked upon. The municipality the advertised the position of City Manager on 19 December 2021 and at the request of COGTA Free State, issued an erratum on 16 January 2022. The closing date was extended to 21 January 2022.
- 2.2 It has become necessary that the selection process should commence with shortlisting and interview panel in place.

3. Power of Approval

The power of approval is vested in the Council.

4. Recommendations

It is therefore recommended that the Council approves:

4.1. that the following persons form the shortlist and interview panel:


- a. A public service senior manager selected by the Member of Executive Council.
- b. Mr Thomas Mkaza as local government expert and practitioner.
- c. Cllr Molefi Morake
- d. Cllr Theodorah Mosala.
- e. Deputy Director General Mr Sipho Thomas
- f. Cllr Elizabeth Snyman-De Venter

4.2 that the Executive Mayor must select the chairperson of panel from councillors who are members on the panel.

4.2. that Corporate Services must provide administrative support to the panel.

4.3 that the recommendations of the panel be submitted to the Executive Mayor, who must table a recommendation item to Council for Approval.

RECOMMENDED / NOT RECOMMENDED


Cllr Mxolisi Siyonzana
Executive Mayor

28/01/2022
Date

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AT THE HEART OF IT ALL

(6) The municipality must compile and maintain a record of all applications received, which must contain—

- (a) the applicants' biographical details and contact information;
- (b) the details of the post for which the applicants were applying;
- (c) the applicants' qualifications; and
- (d) any other requirements outlined in the application form.

Selection panel

12. (1) A municipal council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.

(2) In deciding who to appoint to a selection panel, the following considerations must inform the decision:

- (a) the nature of the post;
- (b) the gender balance of the panel; and
- (c) the skills, expertise, experience and availability of the persons to be involved.

(3) The selection panel for the appointment of a municipal manager must consist of at least three and not more than five members, constituted as follows:

- (a) the mayor, who will be the chairperson, or his or her delegate;
- (b) a councillor designated by the municipal council; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(4) The selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members, constituted as follows:

- (a) the municipal manager, who will be the chairperson;
- (b) a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(5) A panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process.

(6) A panel member contemplated in subregulations (3) and (4) must recuse himself or herself from the selection panel if—

- (a) his or her spouse, partner, close family member or close friend has been shortlisted for the post;
- (b) the panel member has some form of indebtedness to a short-listed candidate or *vice versa*; or
- (c) he or she has any other conflict of interest.

(7) A panel member and staff member must sign a declaration of confidentiality as set out in Annexure D to these regulations, to avert the disclosure of information to unauthorised persons.

(8) A staff member may provide secretarial or advisory services during the selection process, but may not form part of the selection panel.

Compiling shortlist of applicants

13. (1) A mayor, in the case of the municipal manager, or the municipal manager, in the case of the manager directly accountable to the municipal manager, in consultation with the selection panel, must compile—

- (a) a list of all applicants who applied for an advertised post; and