

**UMZINYATHI DISTRICT MUNICIPALITY
UMZINYATHI UMASIPALA WESIFUNDA**

MINUTES OF THE SPECIAL EXECUTIVE COMMITTEE MEETING HELD IN THE OFFICE OF HIS WORSHIP, THE MAYOR, UMZINYATHI DISTRICT MUNICIPALITY, PRINCESS MAGOGO BUILDING, DUNDEE ON FRIDAY 01 AUGUST 2008 AT 16H00.

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PRESENT

| | | | |
|-------------------|------------|---|--------------|
| Councillor | MS Yengwa | - | Mayor |
| | TH Mchunu | - | Deputy Mayor |
| | FS Mkhize | - | Member |
| | B Brown | - | Member |
| | SR Nyamane | - | Ex-officio |

STAFF

| | | | |
|---------------|--------------|---|-------------------------|
| Messrs | CVB Simelane | - | Manager Human Resources |
|---------------|--------------|---|-------------------------|

1. NOTICE CONVENING THE MEETING

READ

// The meeting was convened at 16H10//

2. OPENING OF THE AGENDA

The meeting was opened with a silent prayer.

3. APPLICATION FOR LEAVE OF ABSENCE

It was noted that no application for leave of absence was received from Councillor AM Shaikh yet all members of the Executive Committee were informed in good time.

4. STATEMENTS AND COMMUNICATION BY HIS WORSHIP THE MAYOR

His Worship, the Mayor, Cllr MS Yengwa welcomed Councillors and officials in attendance. He thanked all those Councillors who participated in the funeral of the Late Honourable CJ Mthethwa, Member of Parliament. He also gave special condolences to the Speaker, Cllr SR Nyamane for the lost his beloved brother.

He mentioned that the purpose of the meeting was to shortlist prospective candidates for the vacant position of the Municipal Manager. He stated that eight applications were received from the first advert which made the selection process very limited. He mentioned that the post was re-advertised and sixteen applications were received and the Committee had to concur on the selection process.

A. ITEMS SUBMITTED TO EXCO FOR CONSIDERATION

ITEM A1

SPEC 01/08/2008

SHORTLISTING OF MUNICIPAL MANAGERS POSITION

DEPARTMENT OF CORPORATE SERVICES

ITEM A1 OF 01/08/2008

RESOLVED

1. That the shortlisting criteria be as follows:-

- Bachelor's Degree in Administration;
- Five (5) years municipal experience and exposure in a senior position;
- Leadership and management experience;
- Knowledge of Local Government pieces of legislation;
- Knowledge of finance management / or Local Government finance;
- Experience in Council Support (involvement in Council Committees);
- Interpersonal and Intrapersonal skills;
- Computer Literacy;
- Ability to delegate;
- Communications and Negotiation skills.

2. That the following candidates be shortlisted:-

- GN Ndlovu
- JM Gabela
- JN Madondo
- JD Kunene
- TR Zondi
- SN Dubazana
- RP Mnguni

CLOSURE

The meeting was adjourned at 17H15.

MAYOR

DATE