

**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**

<b>Councillor</b>	MS Yengwa	-	Mayor
	TH Mchunu	-	Deputy Mayor
	FS Mkhize	-	Member
	B Brown	-	Member
	SR Nyamane	-	Ex-officio

**STAFF**

<b>Messrs</b>	CVB Simelane	-	Manager Human Resources
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**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.

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**MAYOR**

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**DATE**