

**CIRCULAR 01 / 2020**

**FROM: CHIEF EXECUTIVE OFFICER**

**TO: EXECUTIVE MAYORS / MAYORS**

**SPEAKERS OF MUNICIPAL COUNCILS**

**CHIEF WHIPS**

**CITY / MUNICIPAL MANAGERS**

**CC: SKILLS DEVELOPMENT FACILITATORS**

**CC: MANAGERS IN OFFICES OF SPEAKERS OF MUNICIPAL COUNCILS**

**DATE: 20 JANUARY 2020**

---

**RE: CALL FOR APPLICATIONS TO ENROL FOR THE LOCAL GOVERNMENT WOMEN LEADERSHIP DEVELOPMENT PROGRAMME**

---

## **1. PURPOSE**

The purpose of this circular is to:

1. Inform all municipalities of the planned commencement of the Local Government Women Leadership Development Programme;
2. Request municipalities to support the enrolment of the required target audience from **20 January -07 February 2020**

## **2. BACKGROUND**

The Local Government Women Leadership Development Programme is a multi-purpose programme for women leaders and aspirant leaders in Local Government with specific focus on profiling and affirming the good work done by women in leadership positions, mentoring and coaching of aspirant leaders as well as providing seminar styled network opportunities to build women's leadership capacity whilst leveraging on both public and private sector best practice. This programme is targeting women in municipal leadership roles as well as those who aspire to be future leaders, both Councillors and municipal officials.

While South Africa has some of the most progressive policies aimed at advancing women's empowerment and gender equality, translating and implementing these policies into practice in order to effect real and material change to women's lives, and those around them, remains a challenge. At the core of developing women leaders at local government level is the recognition that:

- Women have an important role to play in efforts aimed at improving the quality of life for all South Africans and addressing the triple ills of poverty, inequality and unemployment, and

- ❑ A specific focus on women's leadership will enhance the capacity of local government to deliver on its constitutional and legislative obligations of service delivery and a more effective and compassionate interface with ordinary citizens who rely on the state for public goods such as health, welfare, education, justice and security.

This initiative is a timely intervention aimed at building women councillors and senior managers' personal mastery, dynamism, innovation, resilience and solidarity to ensure that they are empowered and equipped with the requisite skills and competencies to play a significant role in the attainment of the local government development imperatives as enshrined in the Constitution. Overall, the initiative seeks to promote diversity in leadership and to enhance women's leadership capacity in the local government sphere.

Following a rigorous needs analysis and materials development process undertaken by SALGA, working in collaboration with its implementation partners, the SALGA National Executive Committee endorsed the introduction of the programme into the sector and in so doing motivated for a closer working relationship with the SALGA Women's Commission in giving effect to that.

### **3. PROGRAMME OBJECTIVES**

The programme objectives are:

- To empower women occupying leadership positions at political and administrative levels to become effective leaders in their specific roles and in society;
- To prepare women aspirant (seeking to occupy leadership positions in future) leaders to take up their roles when appointed and/or assigned to leadership positions;
- To propel women leaders to the forefront of organisational change efforts geared at transforming municipalities into high performing organisations;
- To enhance women leadership capacity in local government;
- To enhance the profile of women leaders in local government;
- To institutionalize the SALGA leadership competency model as a cornerstone of leadership development in the sector;
- To promote diversity in leadership, and
- To unleash leadership potential in women while building and sustaining effective women leaders.

### **4. PROGRAMME STRUCTURE**

This LGSETA funded programme will be delivered under the auspices of the SALGA Centre for Leadership and Governance (SCLG) in partnership with the University of Cape Town Nelson Mandela School of Public Governance.

The programme includes an accredited short course component as well as personal coaching, mentorship training and support, peer networking support and events, and a webinar series. The short course comprises the following modules:

- Leading in Public Life: Self-mastery
- Ethical leadership and innovative practice in the public sector
- People-centered leadership in the public sector

The programme is scheduled to commence in **April 2020** for a duration of 8 months. SALGA reserves the right to consider participants who have successfully completed the programme for an international learning exchange. The following diagram depicts key components of the programme and the various methodologies to be applied.

## LOCAL GOVERNMENT WOMEN LEADERSHIP DEVELOPMENT PROGRAMME METHODOLOGY



Training costs for participating in the programme will be borne by SALGA, while municipalities will be expected to grant time off to a municipal delegate who has successfully enrolled into the programme and cover their travel and incidental expenses. It is worth mentioning that the residential component of the programme will consist of 12 learning days spent in Cape Town over the course of the programme.

### 5. SELECTION CRITERIA

Women leaders in local government who are interested in enrolling for this programme must meet the following minimum requirements:

- Be a woman within the local government sector (councillors, municipal managers, managerial personnel, etc.).
- Be in a management or elected position of leadership.
- Have a post grade 12 qualification, OR if the highest qualification is grade 12, must have at least 5 years' experience in the local government sphere and apply for a Recognition of Prior Learning (RPL) for access/entry. RPL for access/entry seeks to ensure that no delegate is denied the opportunity to enter the programme due to the manner in which previous learning was acquired.
- Language ability (comprehension and writing) to fully engage in the programme, which will be conducted predominantly in English. Programme delivery will seek to ensure accessibility and representativeness.
- Demonstrate ability, willingness and preparedness to be mentored and work with the mentor paired with her, and fulfil the programme's mentorship obligations and commitments, as agreed with the mentor and programme leaders.
- Must be willing to transfer skills and be mentored by others.
- Demonstrate drive and intrinsic motivation to participate in the programme and grow in her public

leadership role.

- h) Ability, motivation and commitment to attend and participate fully in all components of the programme.

Applications for the programme are invited through two pathways. The first is initiated by a **nomination** by a person in a municipality who is in a position of authority and the second is through **direct application** when the applicant directly submits an application. Nominations and direct applications are open from 20 January 2020 and close on 07 February 2020.

The nomination process is as follows:

- a) Nominators complete a [nomination form](https://forms.gle/PfZjD47XwwtSFtvj8) – either online at <https://forms.gle/PfZjD47XwwtSFtvj8> or complete the attached nomination form (**Annexure A**), also available at <http://www.mandelaschool.uct.ac.za/gsdpp/SALGA>
- b) If not submitted online, completed nomination forms should be submitted to the following email address [WomenInLeadership@uct.ac.za](mailto:WomenInLeadership@uct.ac.za) by no later than **07 February 2020**
- c) All nominees will be contacted and invited to complete an online application form to be administered by the University of Cape Town; all applicants must complete an application form.

The open application process is as follows:

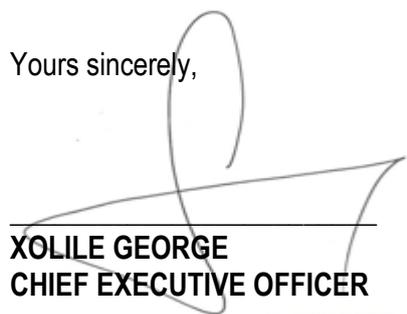
- a) Applicants complete an [application form](https://forms.gle/W3wiNDdSE7okpvgNA) – either online at <https://forms.gle/W3wiNDdSE7okpvgNA>, or complete the attached application form (**Annexure B**), also available at <http://www.mandelaschool.uct.ac.za/gsdpp/SALGA>.
- b) If not submitted online, completed application forms should be submitted to the following email address [WomenInLeadership@uct.ac.za](mailto:WomenInLeadership@uct.ac.za) by no later than **07 February 2020**
- c) All applications must be accompanied by a CV and certified copies of qualifications

All applications will be considered by the selection panel, and the selection process will involve a longlisting and shortlisting process before the final selection of 40 participants is made. The final selection and notification of successful participants will be concluded by **end of February 2020**.

As SALGA, we are immensely delighted and proud to be implementing and ushering this unique programme and the first of its kind in the local government sphere. We encourage all municipalities to support their members' application to and participation in the programme.

Your contribution to the success of this initiative in advancing women leaders in the local government sphere is much appreciated. For further information on the programme, kindly contact Ms Mercia Colbert: Municipal Learning and Development Officer at [mcolbert@salga.org.za](mailto:mcolbert@salga.org.za) or [WomenInLeadership@salga.org.za](mailto:WomenInLeadership@salga.org.za) or via telephone on 012 369 8000.

Yours sincerely,



**XOLILE GEORGE**  
**CHIEF EXECUTIVE OFFICER**