



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following senior management vacancy from suitably qualified and experienced professionals;

POSITION: **DIRECTOR CORPORATE SERVICES**
EMPLOYMENT TYPE: **PERMANENT**
NOTICE NO: **383 of 2023**
STATION: Main Administrative Building, 4 Sewell Street, Plettenberg Bay, 6600

The total remuneration package applicable to a Category 3 Municipality per annum is offered. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers)

<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
<i>R 907 864.00</i>	<i>R 1 037 559.00</i>	<i>R 1 150 465.00</i>

In order to suit the needs of Bitou Municipality, the successful applicant must conform to the following requirements:

MINIMUM REQUIREMENTS • A Bachelor Degree in Public Administration / Management Science / Law, or equivalent • Minimum of five (5) years' experience at senior and middle management level, of which at least 2 years must be at senior management level • Have proven successful management experience in administration • Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG 37245 dated 17 January 2014 • Compliance in terms of the Financial and Supply chain management competency areas in terms of Government Notice R493 as published in Government Gazette no 29967 of 15 June 2007 (*municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment*) • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape • A valid driver's license • Own transport • Must be able to work after normal office hours, on standby and during emergencies (24/7) • Mentally fit and healthy.

KNOWLEDGE • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Proven successful management experience in administration • Good knowledge of Corporate Support Services, including Human Capital, Legal Services, Information and Communications Technology (ICT), Council Committee Support Services, Registry and Office Auxiliary Services, Communications and Customer Relations management • Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) • Good Governance • Labour Relations Act, and other labour related prescripts • Legal background and human capital management • Knowledge of coordination and oversight of all specialized support functions • Knowledge of local government environment, excellent communication and negotiating skills at all levels of local government • Good skills in conflict resolution, problem solving and ability to be decisive

COMPETENCIES REQUIRED • Strategic direction and leadership • Personnel and performance management • Program and project management • Financial management • Change and governance leadership • Moral competence • Planning and organizing • Knowledge and information management • Analysis and innovation • Communication strategy • Result and quality focus.

KEY PERFORMANCE AREAS

Directs, visualise, identifies and deliver on the strategic mandate and objectives of the Directorate Corporate Services as set out in the IDP of Council:

- Human Resources Management
- Legal Services
- Information and Communications Technology (ICT)
- Communications, Intergovernmental Relations & Public Participation.
- Administration Services
- Render line function and corporate support to the Municipality.

Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal records will be verified. The candidates will be required to disclose all financial interests.

An official application form applicable to Senior Managers (available on the Bitou Municipal website) must be completed and must be accompanied with a **covering letter, comprehensive CV, original certified copies of qualifications, ID document, driver's license** and the names of three contactable references from current and previous employers must be provided.

Applications must be posted for the attention **Bitou Municipality, Private Bag X1002, Plettenberg Bay 6600** or hand delivered/couriered to the Human Resources Section, 4 Sewell Street, Plettenberg Bay 6600, for attention of the Office of the Municipal Manager.

Applications forms are available on the Bitou website (www.bitou.gov.za);

For enquiries please contact the Senior Manager: Human Resources Management Mr. TS Machelesi on 044 501 3443 during office hours.

PLEASE NOTE:

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (**Compulsory**)
3. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
4. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
5. Please quote notice number as reference.
6. Appointment is subjected to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

Correspondence will be limited to shortlisted candidates only, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful.

No late applications will be accepted or considered. Bitou reserves the right not to make any appointments.

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 11 December 2023 @ 14h00 pm