



BITOU LOCAL MUNICIPALITY

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

POSITION: CLOSE PROTECTION OFFICER/DRIVER X3
DIRECTORATE: COMMUNITY SERVICES
DIVISION: LAW ENFORCEMENT
SECTION: ANTI LAND INVASION AND CLOSE PROTECTION
BASIC SALARY: R 198 344, 73 – R 257 461,71 (T7) + MUNICIPAL BENEFITS
TERM: CONCURRENT WITH THE TERM OF THE CURRENT OFFICE OF THE POLITICAL OFFICE BEARERS
REF NO: Notice 358 of 2024

QUALIFICATIONS & EXPERIENCES • Grade 12 • Basic training qualification attained • Firearm proficiency • 2-5 years' relevant experience.

REQUIREMENTS AND SKILLS Computer Literacy (MS Office applications) • Must have valid driving license with PrDP • Proficiency in at least 2 of the 3 official languages of the Western Cape (read, write and speak) • Good human relations, interpersonal and communication skills • Ability to give attention to detail • High level of responsibility • Ability to work under pressure • Ability to handle conflict • Must be physically fit and able bodied • Must maintain confidentiality • No criminal record • Fire arm proficiency • Be able to work after normal office hours, during emergencies, and planned overtime • Mentally fit and healthy

FUNCTIONS & RESPONSIBILITIES: • Performs activities/tasks associated with specific travel requirements for the Political Office Bearers • Provide close protection services and security advice through the applicable VIP guidelines and procedures • Arrange safe travelling and actions to be taken during emergencies and life threatening situations • Conduct security threat analysis • Conduct basic vetting of subjects • Conduct regular security briefings within the office of the Political Office Bearers • Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Keeps abreast of developments, emerging trends and latest technologies in the profession

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL COMPETENCIES

- **Community and Customer Focus:** Presents an appropriate image to the public.
- **Problem Solving:** Identifies inconsistencies in information.
- **Negotiation and Influencing:** Sets clear negotiating aims and outcomes;
- **Resilience:** Is reliable in a crisis, remains calm and thinks clearly
- **Communication:** Clearly communicates needs and instructions.
- **Ethics and Professionalism:** Identifies and evaluates risks involved in alternative courses of action.

2. FUNCTIONAL COMPETENCIES

- **Close Protection, Enforcement and Emergency Response:** Plan and Implement effective operational controls to safeguard VIP's.

3. PUBLIC SERVICE ORIENTATION COMPETENCIES

- **Interpersonal Relationships:** Relates to people at all levels of the municipality.
- **Communication:** Adapts communication contents to the audience.
- **Service Delivery Orientation:** Professional in interaction with general public and stakeholders.
- **Client Orientation and Customer Focus:** Maintains clear communication with clients.

4. PERSONAL COMPETENCIES

- **Action and Outcome Orientation:** Drive to meet deadlines.
- **Resilience:** Stays calm and focused under pressure
- **Change Readiness:** Open to new ideas and ways of doing things.
- **Cognitive Ability:** Develops new ways to solve problems.
- **Learning Orientation:** Learns from experience.

5. MANAGEMENT / LEADERSHIP COMPETENCIES

- **Team Orientation:** Able to work in a multi-disciplinary team.
- **Direction Setting:** Sets out work for others in a well-planned and organised manner.
- **Coaching and Mentoring:** Able to identify own development needs.
- **Impact and Influence:** Able to engage and convince various stakeholders.

*Work related enquiries can be directed to Mr. S Vandala on svandala@plett.gov.za or on tell: 044 533 3262.
For general enquiries contact Ms. L Clark on telephone no: 044 501 3418.*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted, and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (*Compulsory*)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Submit separate applications when applying for multiple posts and quote reference number.

M MEMANI
ACTING MUNICIPAL MANAGER

CLOSING DATE: 23 October 2024 @ 14h00pm

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.
Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.