



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to candidates residing within the Bitou Municipal Area.

POSITION: SENIOR PROFESSIONAL OFFICER
DIRECTORATE: PLANNING & DEVELOPMENT
DIVISION: PLANNING & BUILDING CONTROL
SECTION: BUILDING MAINTENANCE
BASIC SALARY: R 394 551,72 – R 512 155,32 (T12) + MUNICIPAL BENEFITS
REF NO. : Notice 367 of 2024

QUALIFICATIONS AND EXPERIENCE: • A relevant National Diploma qualification as stipulated in the national building regulations • 3-5 years' building industry experience.

REQUIREMENTS AND SKILLS: • Computer literate (MS Office applications) Proficiency in at least two (2) of the three (3) official languages of the Western Cape (read, write & speak) • Code B / EB driver's license • Eligible to be registered as a Peace Officer • Knowledge of the National Building Regulations and Building standards Act, No 103 of 1977 • A technical and operational understanding of the building control functions including the technical nature of tracking systems • knowledge of laws, regulations and policies relating to land use management and the building control function • A high level of responsibility, confidentiality and accuracy are required • Excellent communication skills • Time management • Able to work under pressure and to handle conflict. •

FUNCTIONS & RESPONSIBILITIES: • Coordinate and control the tasks/activities of personnel and allocates and prioritizes outcomes • Coordinate tasks/activities associated with the implementation of procedures and monitoring and reporting on sequences/outcomes • Maintain building systems efficiency through the implementation of planned preventative and routine maintenance sequences and attends to disruptions in operations • Monitor and supervise utilization, application and maintenance of machinery, equipment, tools and material • Complete internal transactional documentation and related forms.

COMPETENCIES REQUIRED

1. **Core Professional Competencies**
 - **Managing Work:** Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time.
 - **Planning and organizing:** The ability to plan activities within specific timeframes and to execute these activities according to plan.
2. **Functional Competencies**
 - **Facility specific skills:** Shows a satisfactory level of technical skill, knowledge, experience and education relevant to particular community facility.
 - **Workplace safety:** The ability to identify and correct conditions that affect employee safety.
3. **Public Service Orientation Competencies**
 - **Interpersonal Relationship:** The ability to establish and maintain productive relationships with people within and outside of the Municipality.
 - **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others
 - **Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.
4. **Personal Competencies**
 - **Action Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
 - **Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks.
 - **Change Readiness:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others
 - **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.
 - **Problem Solving:** The ability to gather information, analyse issues and deal with complexity and ambiguity. Show long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.
 - **Accountability:** Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance.

5. **Management / Leadership Competencies**

- **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.
- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others to voluntarily give of their best in working towards a common vision or goal.
- **Coaching and Mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent and potential.

Work related enquiries can be directed to Mr. L Gericke on lgericke@plett.gov.za or on tell: 044 501 3313.

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 @ 14h00

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