



BITOU LOCAL MUNICIPALITY

Re-advertisement

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

POSITION: MANAGER
DIRECTORATE: COMMUNITY SERVICES
DIVISION: FACILITIES MANAGEMENT & MAINTENANCE
BASIC SALARY: R 576 616,67 – R 748 486,21 (T15) Per Annum + MUNICIPAL BENEFITS
(Subjected to Task Evaluation)
ALLOWANCES TRANSPORT ALLOWANCE, CELL PHONE AND DATA
REF NO: NOTICE 444 of 2024

QUALIFICATIONS AND EXPERIENCE: • Relevant Tertiary Qualification at NQF 7, • 3 – 4 Years' relevant managerial experience, Code B driver's licence

ADDED ADVANTAGE • Compliance with the Municipal Regulations on Minimum Competency levels for Senior Managers – Gazette No. 29967 of 15 June 2007.

REQUIREMENTS AND SKILLS: • Excellent communication skills • Good verbal and written communication skills in two of the three official languages of the Western Cape • Ability to work independently and function effectively under pressure • Good project management skills • Excellent supervision, human relations, interpersonal and communications skills • Time management skills • High level of responsibility • Ability to deal with conflict situations • Customer Orientation • Financial and Administrative Skills • Diplomacy and Negotiation Skills • Computer Literacy (MS Office Application) • Knowledgeable about all relevant legislation • Valid Driver's License.

FUNCTIONS & RESPONSIBILITIES: • Compiles and monitors operational and capital budgets of respective facilities • Responsible for management and short, medium and long term planning of maintenance operation, scheduling of work and resource planning, maintenance of facility records • Manage the key performance areas of the Division through the implementation of policies, procedures, systems and controls • Provide strategic advice on the core functionalities with respect to the Divisions service delivery standards, objectives and development • Manage the provisioning and maintenance of parks, cemeteries, sport fields, horticultural, beach control and community centers services • Manage, monitor and control operational/ capital projects and budget of the Division • Monitor the implementation of Risk Management and Supply Chain Management strategies • Manage and controls specific statutory legislative requirements with respect to contracts, tenders, licensing, queries and disputes • Disseminate information and guidance with relation to performance management of the human capital of the Division • Render management and line function administrative support services to the Division • Keep abreast of current trends, legislative changes and technological developments in the relevant industries.

COMPETENCIES REQUIRED

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.

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.

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.

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 and Ethical Conduct:** 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.

MANAGEMENT / LEADERSHIP COMPETENCIES

- **Direct 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.
- **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **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.
- **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

Work related enquiries can be directed in writing to the Acting Director: Community Services, Mr S Vandala at e-mail:

smadokwe@plett.gov.za or 044 501 3000.

For general enquiries contact Ms. L Clark or Ms. A Gigi 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 posted /hand delivered to the Human Resources Section, Bitou Municipality, 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 Note:

1. **Candidates that previously applied, does not need to re-apply**
2. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
3. **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.
4. Submit separate applications when applying for multiple posts and quote reference number.
5. **Preference will be given to local residents before considering candidates outside the Bitou Municipal Area**

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ACTING MUNICIPAL MANAGER

CLOSING DATE: 10 December 2024 @ 14h00 pm

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.