



# **ERRATUM**

## **BITOU LOCAL MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals.*

**POSITION:** MANAGER  
**DIRECTORATE:** ENGINEERING SERVICES  
**DIVISION:** ELECTRICAL & ENERGY  
**BASIC SALARY:** R 784 855.35 – R 1 018 801.82 (T17) per annum  
(Subjected to TASK Evaluation) + MUNICIPAL BENEFITS  
**ALLOWANCES:** TRANSPORT ALLOWANCE + CELL PHONE ALLOWANCE  
**REF NO.:** NOTICE: 472 of 2024

**QUALIFICATIONS AND EXPERIENCE:** A B-Degree or B-Tech in Electrical Engineering and or equivalent qualification accredited by the Higher Education and Training Authority • **Government Certificate of Competency as prescribed per Occupational Health and Safety Act 85 of 1993, General Machinery Regulations (Category (c) or (d)) is COMPULSORY, and a certified copy thereof must be included in the Curriculum Vitae** • 8 years' Experience of which 5 years must be in Electrical experience and 3 years in a Managerial experience in an Municipal/ Governmental environment or Electrical Utility.

**REQUIREMENTS AND SKILLS:** Valid Code B Drivers' License • Computer literacy (MS Office applications) Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak) • Registration with the Engineering Council of South Africa as a Professional Engineer/ Technologist (Pr. Eng.) • Good management, human relations, interpersonal, conflict management and communication skills • Ability to handle stress and take on site decisions • Ability to give attention to detail • Financial Management skills • High level of responsibility • Willingness to work after normal working hours, on standby and during emergencies. MMCL will be an advantage and must be acquired within 18 months of appointment.

**FUNCTIONS & RESPONSIBILITIES:** Coordinate activities and procedures associated with direct supervision and monitoring of personnel, services and the status / general condition of the Electrical & Energy Division • Plans, coordinates and manages activities of the division • Develop divisional strategy and ensure implementation to provide effective service delivery • Coordinate the development and maintenance of systems, policies, procedures and processes • Plans and manages utilization of resources • Monitors utilization and maintenance of machinery and vehicles • Performs Human Resources activities • Handle all administrative services of the division • Monitor the calculation of statistics of services • Assists the Director Financial Services with compilation of annual budget • Manage and control the utilization of funds • Control the key activities / programmes associated with electrical projects encompassing installation, commissioning, operation and maintenance of reticulation systems and support structures • Direct and control the implementation of planned maintenance programs to high; medium and low voltage reticulation systems • Responsible for the execution of the Occupational Health and Safety Act (85 of 1993) • Performing client service functions • Reporting to various persons and institutions • Performs any other (legal) duties as instructed by Senior Management.

### **COMPETENCIES REQUIRED**

#### **1. CORE PROFESSIONAL COMPETENCIES**

- **Attention to Detail:** Scrutinizes own work and that of others to ensure accuracy and compliance with the relevant engineering standards
- **Organizational Awareness:** Understands the key drivers in the Local Government sector and the Municipality and applies this understanding to meet the service delivery challenges
- **Planning:** Systematically identifies, analyzes and prioritizes options to meet the short-, medium- and long-term requirements of the Municipality.

#### **2. FUNCTIONAL COMPETENCIES**

- **Design:** Designs infrastructure in accordance with engineering codes and standards, and with due consideration for operational requirements, budgets, safety, cost effectiveness and environmental standards
- **Project Management:** Plans, coordinates and controls the tasks of self and others in the delivery, operations and maintenance of infrastructure and other tasks, to the required specification and within budget and schedule
- **Construction:** Has knowledge of construction and maintenance processes, monitors and compliance to design specifications, health and safety regulations; and communication in appropriate style in the oversight of construction personnel
- **Operations and Maintenance:** Applies asset management for operations and maintenance in the provision of municipal services and applies that understanding in the operational environment.

### 3. PUBLIC SERVICE ORIENTATION COMPETENCIES

- **Interpersonal Relationships:** Establishes and maintains productive relationships with people within and outside of the Municipality
- **Communication:** Listens attentively, grasps issues, presents information in a clear manner and responds appropriately to verbal and written communication of others;
- **Service Delivery Orientation:** Explores and implements new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.

### 4. PERSONAL COMPETENCIES

- **Action and Outcome Orientation:** Displays 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:** Responds constructively to pressure / stress situations and persists goals despite obstacles and setbacks
- **Change Readiness:** Innovates and challenges the status quo and copes with change driven by others
- **Cognitive ability:** Gathers information, analyzes issues and deals with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the "Bigger Picture"
- **Learning orientation:** Shows willingness and motivation to learn, acquires knowledge, develops insight and focuses on continuous self-improvement
- **Accountability and Ethical Conduct:** Displays and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adheres to codes of good corporate governance.

### 5. MANAGEMENT / LEADERSHIP COMPETENCIES

- **Impact and Influence:** Inspires a positive attitude in others and able to influence others effectively
- **Team Orientation:** Promotes a cooperative climate, understands group dynamics and applies appropriate facilitation techniques in working with others to achieve shared goals
- **Direction Setting:** Provides a clear sense of purpose
- **Coaching and Mentoring:** Assesses skills, performance and potential of subordinates and encourages their development with the view of optimizing their talent.

*Work related enquiries can be directed to the Director: Engineering Services: Mr VW Felton; on [vfelton@plett.gov.za](mailto:vfelton@plett.gov.za) or on tel: 044 501 3261.*

*For general enquiries contact Mrs. VR Cunningham or 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](http://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 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.
5. **Preference will be given to candidates residing within the Bitou Municipal Area.**

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.**

**M MEMANI**  
**MUNICIPAL MANAGER**

**CLOSING DATE: 20 December 2024 @ 12:00 pm**