



BITOU LOCAL MUNICIPALITY

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

POSITION: MANAGER
DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER
DIVISION: STRATEGIC SERVICES, GOVERNANCE & COMPLIANCE
SECTION: PERFORMANCE MANAGEMENT, MONITORING & EVALUATION
BASIC SALARY: (T16) R 658 956.18 – R 855 380.10 PER ANNUM + MUNICIPAL BENEFITS
(subjected to TASK evaluation)
REFERENCE NO.: NOTICE 89 of 2025

QUALIFICATIONS AND EXPERIENCE: Appropriate B degree or equivalent NQF 7 qualifications • Familiar with local government legislation and regulations on performance management.

REQUIREMENTS AND SKILLS: • Valid Code B Driver's Licence. • Computer literate in MS Office applications (MS Excel, MS Word, MS Power Point, Outlook, etc.), • Knowledge of municipal legislation, regulations and policies on Performance Management • Excellent organizational, interpersonal and time management skills. • Ability to work and cope well under pressure • High level of integrity, responsibility and confidentiality • Good communication skills and ability to build positive relationships • Proficiency in at least two of the three official languages of the Western Cape (read, write and speak).

FUNCTIONS & RESPONSIBILITIES: • Responsible for managing, planning, organizing, review and implementation of organizational performance management, individual performance management, service delivery and budget implementation plans, compliance, change management institutional transformation, policy development of the Municipality; • Design, implement and monitor appropriate Performance Management Systems, policies and procedures to enable the Municipal employees and teams understanding of the goals of the organization and to identify how individual and team outputs contribute to the achievement of the Municipality's business objectives; specifically, through managing the performance cycle to ensure cascading of business goals and KPA's across the entity; • Work with key stakeholders to establish and support the link between strategic business objectives and the relevant Senior Managers/Managers day-to-day tasks and activities by implementing a process for tracking progression from goal setting, mid-year reviews and end of year evaluations to support individual and team performance and to optimize performance and productivity; • Responsible for the preparation and review of the Performance Management Framework; • Responsible for the annual preparation of service delivery and budget implementation plan as per legislative requirements; • Ensure targeted communication and capacity building programmes in the performance management process to enable effectively evaluate and measure performance and to optimize performance and productivity through-out the Organization; • Manage and coordinate organization-wide efforts to ensure that performance management and performance improvement programs are developed and managed using data-driven approach that sets priorities for improvements in line with on-going strategic imperatives; • Responsible for the effective management of the section and personnel; • Responsible for compiling reports and reporting as required as required by legislation; • Ensure compliance as guided per applicable legislation; • Develop and communicate the strategic vision, scope, priorities, processes, systems and tools of the performance management unit; • Oversee the implementation of key performance measures, core competencies and core values into performance appraisal system; • Lead, Manage and monitor the design, implementation and effective use of 360-degree feedback process for Senior Managers, including the dissemination of individual reports and coordination of development discussions between Managers and their staff.

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL COMPETENCIES

- **Use of Technology:** Able to manage the integration of technology in the operations of the office.
- **Written Communication:** The ability to communicate complex information in understandable documents for specific audiences.
- **Planning and Organising:** Manage and use of Council resources in order to deliver an effective and efficient service.

2. FUNCTIONAL COMPETENCIES

- **People Management:** Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve organisational goals.
- **Task Management:** Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.

3. PUBLIC SERVICE ORIENTATION COMPETENCIES

- **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.
- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the Municipality.
- **Customer Orientation and customer focus:** Understands the service needs of a client / customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

4. PERSONAL COMPETENCIES

- **Action Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises.
- **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 focuses on continuous self-improvement.
- **Problem solving:** The ability to gather information, analyse issues and deal with complexity and ambiguity, shows long-term thinking, follows through in a logical manner, aware of consequences and implications.
- **Accountability and Ethical Conduct:** Ability to display and build the highest standards of ethical and moral conduct.

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 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 optimizing their talent and potential.

Work related enquiries can be directed to Mr. FM Lötter at flotter@plett.gov.za or on tell: 044 501 3000 and for general enquiries contact Mrs. VR Cunningham on telephone no: 044 501 3441.

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 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.**

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 04 APRIL 2025 @ 12:00 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.**