



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area.

POSITION: DRAUGHTSMAN / GIS
DIRECTORATE: ENGINEERING SERVICES
DIVISION: PROJECT MANAGEMENT UNIT
SECTION: DRAWING OFFICE
BASIC SALARY: (T11) R 339 214.44 – R 440 333.39 + MUNICIPAL BENEFITS
REF NO. : NOTICE: 102 of 2025

QUALIFICATIONS AND EXPERIENCE: • Grade 12 • National Diploma in Civil Engineering • 2 years' relevant experience.

REQUIREMENTS AND SKILLS: • Computer literacy with special emphasis on AutoCAD; AutoCAD Civil 3D, Civil Designer, ArcGIS suite, MS Office suite MS Project software • Good verbal and written communication skills in two of the three official languages of the Western Cape • Relevant end user database experience • Attention to detail and Interpersonal skills • Good project management skills. • Excellent analytic skills • High level of responsibility and confidentiality • Ability to give attention to detail; • Ability to deal with conflict • Good human relations, interpersonal and communication skills • Ability to work under pressure.

FUNCTIONS & RESPONSIBILITIES: • To provide a drawing and asset management service to the directorate • Prepare engineering drawings using CAD, GIS and engineering design software for implementation by internal stakeholders • Prepare drawings, maps, plans and prints by extracting cadastral and topographical data, aerial photos, zonal maps and other spatial information using CAD and GIS software for distribution to internal and external stakeholders • Compile drawing information from CAD or GIS for wayleave applications by internal and external stakeholders • Manage the collection, capturing, updating and record-keeping of all engineering infrastructure drawing information on hard- and softcopy for dissemination to all relevant stakeholders • Manage the engineering infrastructure asset register and record information and coordinate with Budget & Treasury Office for reporting purposes • Provide drawing office/ GIS services for the directorate/department

COMPETENCIES REQUIRED

CORE COMPETENCIES:

- **Written Communication:** The ability to communicate in writing as appropriate to specific audiences.
- **Oral Communication:** The ability to articulate a message in an understandable and convincing manner.
- **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. Is able to see the 'Bigger Picture'.

FUNCTIONAL COMPETENCIES:

- **Examination of Plans:** The ability to effectively assess and scrutinize building development applications.
- **Customer Centricity:** The ability to interface with the customers / members of the public on the status of building application submissions ensuring a customer centric approach to resolving matters.
- **Planning & Prioritization:** The ability to plan broad activities within specific timeframes and then to execute these activities according to plan, i.e. relating to plans, way leaves, permits and work programmes.

PUBLIC SERVICE ORIENTATION COMPETENCIES:

- **Service Delivery Orientation:** The ability to improve existing and 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 the Municipality.
- **Communication:** Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed, ensuring a common understanding.
- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the Municipality.
- **Client 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.

PERSONAL COMPETENCIES:

- **Action and Outcome 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.
- **Accountability and Ethical Conduct:** Ability to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the public service and to adhere to codes of good corporate governance.
- **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. Is able to see the 'Bigger Picture'.

MANAGEMENT / LEADERSHIP COMPETENCIES:

- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.
- **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 optimizing their talent.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamic and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Work related enquiries can be directed to Mr. M Meiring at mmeiring@plett.gov.za or on tel: 044 501 3264.

For general enquiries contact Mr. H van Rooyen on telephone no: 044 501 3464.

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.

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 04 APRIL 2025 @ 12h00 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.