



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: 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 197 of 2025

QUALIFICATIONS AND EXPERIENCE: • A relevant B-Degree in Public Administration, Monitoring and Evaluation, LLB or other related Social Sciences field. • 8 or more years of relevant experience in a middle or senior management level within a municipal environment with proven experience in implementing change management and ethics oversight systems.

ADDED ADVANTAGE: • Completion of the Minimum Competency Requirements for senior managers as per the Municipal Regulations on Minimum Competency Levels (Gazette No. 29967) or commitment to obtain them within 18 months.

REQUIREMENTS AND SKILLS: • Valid Code B/ EB Driver's Licence. • Computer literate in MS Office applications (MS Excel, MS Word, MS Power Point, Outlook, etc.), • Strategic and analytical thinking • Leadership and people management Ethics, governance and accountability enforcement • Knowledge of monitoring and evaluation principles and methods • Proven organizational skills, including time management • Successful implementation of change management • Basic knowledge and experience in research methodology and project management • 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: • Develop, implement and maintain a comprehensive municipal-wide monitoring and evaluation frameworks aligned with strategic goals to improve service delivery • Interpret and understand complex service delivery issues and the compilation of effective complaints and investigations plans. • Ensure ongoing monitoring and evaluation of programmes, projects and service delivery outcomes across all municipal directorates • Conduct assessments and identify performance gaps, manage corrective actions and ensure implementation of audit and oversight recommendation • Monitor compliance with legislation, regulations, and internal controls, particularly in financial management and service delivery performance • Lead the response to the AG findings and actively manage/ oversee the resolution of material irregularities in line with the MFMA • Facilitate change management initiatives aimed at improving operational efficiency, accountability and public service outcomes • Support the development and implementation of performance improvement plans and interventions. • Prepare high quality reports for internal and external stakeholders, council, audit committees and oversight bodies • Build capacity and promote a culture of performance management, accountability and continuous improvement within the municipality.

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL 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
- **Business Processes:** Ability to engage with systems or component processes and make continuous improvements
- **Influencing:** The ability to interact with others and influence them to adopt the best alternative from a range of options
- **Ethics and Professionalism:** The ability to identify and deal with ethical issues and conflicts of interest.

- **Organisational Awareness:** The ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department.
- **Problem Solving:** The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it.
- **Planning and Organising:** The ability to plan activities within specific timeframes and then to execute these activities according to plan.
- **Data Processing & Analysis:** Ability to process data and bring out about improvements in the way in which it is processed
- **Attention to Detail:** Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards.

2. FUNCTIONAL COMPETENCIES

- **Investigation of Complaints:** The ability to effectively execute investigations in support of complaints received
- **Monitoring and Evaluation:** The ability to monitor and evaluate the investigations and actions taken.
- **Technical Report Writing:** The ability to produce accurate and concise technical reports in support of the investigations and findings.

3. PUBLIC SERVICE ORIENTATION COMPETENCIES

- **Interpersonal Relationships:** 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.
- **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.

4. 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 tasks, 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
- **Cognitive ability:** 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'.
- **Learning orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.

5. MANAGEMENT / LEADERSHIP COMPETENCIES

- **Impact and Influence:** The ability to inspire a positive attitude in others and can influence others effectively
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working
- **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
- **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.

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.

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 05 JUNE 2025 @ 14:00 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.**