



# BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following Senior Management vacancy from suitably qualified and experienced professionals

<b>POSITION:</b>	<b>DIRECTOR COMMUNITY SERVICES</b>
<b>EMPLOYMENT TYPE</b>	<b>PERMANENT</b>
<b>NOTICE NO:</b>	265 of 2025
<b>STATION:</b>	Community Services Administrative Building, Corner of Flying Cloud and Athena Road, Plettenberg Bay, 6600

*The total remuneration package (in terms of the Local Government: Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to the Municipal Manager) applicable to a Category 3 Municipality per annum is offered.*

**In order to meet the needs of Bitou Municipality, the successful applicant must conform to the following requirements:**

**MINIMUM REQUIREMENTS** • A Bachelor Degree in Social Science / Public Administration / Law, or equivalent at NQF Level 7 with a minimum of 360 credits • **Minimum of five (5) years' experience at middle management level** • Have proven successful institutional experience in private and public sector • Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG 37245 dated 17 January 2014 • Compliance in terms of the Financial and Supply chain management competency areas in terms of Government Notice R493 as published in Government Gazette no 29967 of 15 June 2007 (*municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment*) • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape • A Code B driver's license • Own transport

**KNOWLEDGE** • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Understanding of council operations and delegation of powers; as well as Community Facilities Management & Maintenance (Cemeteries & Community Halls, Sport fields and Service Centers), Beach Maintenance, Horticulture & Recreational Services, Integrated Waste Management, Library and Information Services and Community Social Support Services. • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) • Knowledge of local government environment, excellent communication and negotiating skills at all levels of local government • Good skills in conflict resolution, problem solving and ability to be decisive.

**ADDED ADVANTAGE:** • Registration with the SA Council for Social Service Professionals (SACSSP), or similar recognized relevant professional body.

**CORE FUNCTIONS:** • Community Facilities Management & Maintenance (Cemeteries & Community Halls, Sport fields and Service Centers) • Beach Maintenance, Horticulture & Recreational Services • Integrated Waste Management • Library and Information Services • Community Social Support Services.

Candidates will 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 records will be verified. The candidates will be required to disclose all financial interests.

**An official application form applicable to Senior Managers** (available on the municipal website) must be completed and must be accompanied with a **covering letter, comprehensive CV, original certified copies of qualifications and ID document and driver's license** and the names of three contactable references from current and previous employers must be provided.

Applications must be posted to **Bitou Municipality, Private Bag X1002, Plettenberg Bay 6600** or hand delivered/couriered to the Human Resources Management Section, 4 Sewell Street, Plettenberg Bay 6600, for attention of the Manager Human Resource Management; Mr. TS Machelesi.

Applications forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za));

For enquiries contact the Manager: Human Resources Administration, Mrs. Venus Cunningham on 044 501 3081/2 during office hours.

**PLEASE NOTE:**

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. **(Compulsory)**
3. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
4. **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.
5. Please quote notice number as reference.
6. Appointment is subjected to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

**Correspondence will be limited to shortlisted candidates only**, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful.

No late applications will be accepted or considered. Bitou reserves the right not to make any appointments.

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

**CLOSING DATE: 02 September 2025 at 14h00pm**