

NAMA KHOI MUNICIPALITY



COMMUNITY DEVELOPMENT SERVICES PERMANENT POSITION NOTICE NUMBER: 04/2019

Name Khoi Municipality hereby invites applications from committed, self-driven, motivated, service delivery-orientated and high performance professionals to fill the following position to be stationed at Springbok.

DEPARTMENT: COMMUNITY SERVICES

Position: Head of Department: Community Development Services. As per Government Gazette No 42023 dated 8 November 2018.

REQUIREMENTS: • Bachelor Degree in Social Sciences / Public Administration/ Law, or equivalent. • Compliance with all the requirements as contained in Government Gazette No 29967 of 15 June 2007, as amended by Government Gazette No.41996 of 26 October 2018. If a newly appointed person is not in possession of these Competencies, he/ she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593.

- At least five (5) years relevant experience at middle management level;
- Have proven successful institutional transformation with public or private sector;
- Registration with the South African Council for Social Service Professionals (SACSSP); or similar recognized relevant professional body will serve as an added advantage;
- To have NO criminal record;
- Valid driver's license.

KNOWLEDGE: • Good knowledge and understanding of relevant policies and legislation; • Good understanding of institutional governance systems and performance management; • Understanding of Council operations and delegation of such powers and functions such as • public safety; • parks and recreation management • cemetery management; • health service management • library services; • To have extensive knowledge of the public office environment; • Budget and finance management; • To be innovative and strategic leader; • Good facilitation and communication skills in at least two of the three official languages; • Must be able to formulate engineering master planning, project management and implementation.

KEY PERFORMANCE AREAS: • Planning and prioritizing the community services department in accordance with the relevant Municipal Legislation,

- Management of effective provision of refuse removal and maintenance of municipal parks services, as determined by applicable legislation

- Take overall responsibility in leading and directing Traffic and Disaster management, recreational facilities, graveyards and Library services for the municipality;
- Ensuring that key strategic objectives are achieved and those effectives' services are rendered;
- Overall management of subordinates for maintenance and cleaning of open areas and streets;
- Provide strategic leadership in the department;
- Lead, direct and manage staff within the department so that they are able to meet their objectives.

REMUNERATION: This advertisement is subject to implementing the Government Gazette No. 42023 of 8 November 2018 :Local Government Municipal Systems Act, 2000 (Act No.32 of 2000) Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers
Total annual remuneration package of R 811, 416 to R 911,704 to R 1, 011,991 (Category 2 Municipality).

A Remote Allowance of not exceeding 10 % of the total annual remuneration package of the Senior Manager may also be paid.

- Applications who hold the position of chairperson, deputy chairperson, secretary, deputy secretary or treasurer of any political party nationally or in any province, region or other area in which the party operates; or any position in a political party equivalent to a position mentioned above, irrespective of the title designated to that position, shall not be considered for appointment as HOD: Corporate (Community) Services.
- The successful candidate will be required to enter into an employment contract, a performance agreement, to disclose financial interest (not necessary in terms of the Act) and will be subjected to security vetting.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.

APPLICATION INSTRUCTIONS: You are invited to submit an application for the vacant post on an official application form as provided in Annexure C of Government Gazette No.37245 of 17 January 2014: Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (failure to use this form will result in the candidate being disqualified), a comprehensive Curriculum Vitae with certified copies of Qualifications and other relevant documentation to:

Ms S A Titus, The Municipal Manager, NAMA KHOI MUNICIPALITY, P.O. Box 17, SPRINGBOK, 8240

CLOSING DATE: 08 February 2019 before 12:00
(Emailed, faxed, uncertified documentation and/or late applications will not be considered)

ENQUIRIES: Should you have any enquiries contact the **HUMAN RESOURCES DIVISION** on **027 – 718 8131/132**

Correspondance will be limited to short listed candidates. If you have not been contacted within three months of the closing date of this advertisement please accept that your application was unsuccessful. The municipality reserves the right not to make an appointment. The municipality will do a reference check on all candidates.

THE NAMA KHOI MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IN THIS VAIN, SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY