

NAMA KHOI MUNICIPALITY



ADVERTISEMENT: NOTICE NUMBER: **102/2021**

Nama-Khoi Municipality, with its Headquarters in Springbok, invites suitably qualified candidates to apply for the following vacant positions. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.

DEPARTMENT: COMMUNITY SERVICES

POSITION: HEAD OF DEPARTMENT: COMMUNITY SERVICES

LEVEL: MANAGER REPORTING DIRECTLY TO THE MUNICIPAL MANAGER

CENTRE: SPRINGBOK, NORTHERN CAPE

A. Annual Total Remuneration Package

- Minimum Total Remuneration Package – R 846 307.00 – Midpoint Remuneration Package R 950 907.00 - Maximum Remuneration Package -R1,040 324.00 (Category 2 Municipality)
- A Remoteness Allowance not exceeding 10% of the Total Remuneration Package of the Senior Manager may also be paid.

B. Terms of Appointment: PERMANENT

C. Essential and Non- Negotiable Requirements:

Good knowledge and understanding of relevant policies and legislation, Good understanding of institutional governance systems and performance management. Understanding of Council operations and delegations of such powers and functions such as public safety, parks and recreation management, cemetery management, health service management and library services. To have extensive knowledge of the public office environment. Budget and finance management. To be innovate 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.

- Bachelor Degree in Social Sciences/Public Administration/Law. Five (5) years' experience at middle management level, and must have proven successful management experience in administration.
- Compliance with the MFMA. Minimum competency levels in unit standards as per Government Notice R493 of Gazette No. 29967 of 15 June 2007. A person who does not meet minimum competency level in unit standards will be given an opportunity to attain the minimum competency level within eighteen (18) months from the date of appointment in accordance with Government Notice No. 91 of 03 February 2017, as promulgated in Government Gazette No. 40593;

- Have proven successful institutional transformation with public or private sector, Registration with the South African Council for Social Service Professional (SACSSP), or similar recognized relevant professional body will serve as an added advantage, The need for signing of an employment contract, a performance agreement and disclosure of interest.
- Be prepared to undergo Security vetting, be prepared to undergo Competency assessment test and have a valid driver's licence.

D. KEY PERFORMANCE AREAS (KPA's)

- 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, grave yards and Library services for the municipality,
- Ensuring that key strategic objectives are achieved and those effective's 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.

NB: Please Note:

- No faxed or e-mailed applications will be considered;
- Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwonline.co.za, or on the Municipal Website namakhoi.gov.za (failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications And employment history/reference check and competency assessment and should also disclose Financial interest;
- Nama-Khoi Municipality reserves the right to nullify or cancel an employment contract and recover all Costs incurred by the municipality including remuneration, advertisement, etc; should it be Discovered that the successful candidate submitted false or insufficient information which resulted to The contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will Automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:

- Applications that hold any political office positions namely Chairperson, Deputy Chairperson, Secretary, Deputy Secretary or Treasurer Nationally, Provincially, Regionally or other areas 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 Head of Department: Community Services.

The Municipal Manager
Attention: Ms. S.A Titus
Nama-Khoi Municipality
P.O. Box 17
SPRINGBOK
8240

Or can be hand delivered at:

Nama-Khoi Municipality
Namakwa Street 4
Springbok
8240

Enquiries may be directed to Municipal Manager, Ms. S.A. Titus at (027) 718 8131/8150 during office hours between 08:00 – 16:00.

CLOSING DATE: 15 October 2021 at 12:00