



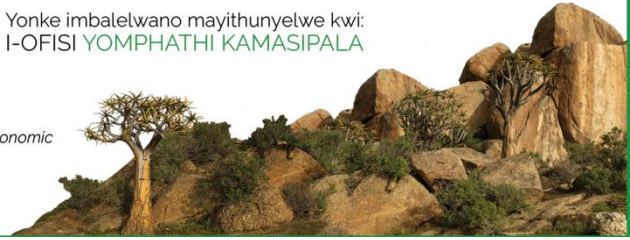
Nama Khoi Local Municipality

Posbus / P. O. Box 17
 Privaatsak / Private Bag X22
 SPRINGBOK, 8240
 TEL: 027 718 8100
 FAX: 027 712 1635
 EMAIL: info@namakhoi.gov.za
 WEB: https://www.namakhoi.gov.za/

VISION: Building tomorrow, today.

MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwii: I-OFISI YOMPHATHI KAMASIPALA



EXTERNAL

VACANCY	MANAGER : COMMUNITY SERVICES
Ref. Nr	HR 32 /2025

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified persons

Post Title	Salary	Organogram	Location	Term
Manager: Community service x1	T15(R47 629.50- R61 825.66) Motor vehicle allowance is being considered	Community services	Nama Khoi Jurisdiction (Springbok)	Permanent

Vacancy Details :

MINIMUM REQUIREMENTS	DUTIES
<ul style="list-style-type: none"> • Qualification: A B-Degree in Social work /Public Administration or equivalent (NQF Level 7) Computer Literacy: MS Office Code B drivers license • Experience: 5 Years or more of relevant experiences. • SKILLS: Planning and organizing skills. Excellent communication and negotiating skills. Ability to work in a pressurized environment and dealing tactfully with role-players. • Knowledge and Scope of work: In- depth knowledge of applicable legislation, the operational, strategies, applicable policies and governing legislation. Good knowledge of core- functions, services, Community and Social Safety, Environment and waste management, cemetery management, parks and recreation management. Good knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act 	<ul style="list-style-type: none"> • Service Delivery and Reporting • Personnel and Performance Management • Procedures, Systems and Controls • Public Amenities and facilities • Library Services • Local Disaster Management/Fire Services • Refuse Removal and waste Management • Traffic services and law Enforcement • Local Tourism • Communication • Reports and Correspondence • Compilation ,Implementation, monitoring and reporting on departmental budget

The competency level for this position is a level 4 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No.890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/Leadership Competencies
Planning and organizing Problem-solving Organizational Awareness Written Communication Oral Communication	<ul style="list-style-type: none"> • Accounting • Procurement • Budgeting • Financial Management • Costing • Financial Reporting • Financial Process Management 	<ul style="list-style-type: none"> • Interpersonal relationships • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action and outcome orientation • Perseverance/Resilience • Readiness for change • Cognitive ability • Learning Orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team orientation • Direction setting • Coaching and Mentoring

A full job description is available upon request from [granwell.cockrell@namakhoi.gov.za].