

# BEAUFORT WEST MUNICIPALITY

## VACANCY 2023



### EXTERNAL VACANCIES

NOTICE NR: 210/2023

DIRECTORATE: COMMUNITY SERVICES

SENIOR MANAGER: COMMUNITY SERVICES

POST NR: WC0530977/GES 91

PERMANENT APPOINTMENT

<b>Salary</b>	:	R692 033,68 – R898 325, 97 per annum T17: R57 669-74 per month
<b>Additional Service Benefits</b>	:	Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements), 13th Cheque and Group Life Insurance

#### **JOB PURPOSE:**

To manage and direct the Community Services Division of the Municipality so that the opportunity is facilitated for all the citizens of the municipality to have community services such as traffic, parks & recreation, waste management, fire services & disaster management. The purpose of these services is to improve the quality of citizens' lives and the quality of community life.

To manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to Library Services, Traffic Services, and Facilities and Cemeteries and Disaster Management through the co-ordination of operations against departmental, statutory and audit guidelines in order to ensure that the services are maintained in accordance with laid down quality standards and customer focussed supporting a better quality of life to the public.

#### **MINIMUM REQUIREMENTS:**

- Relevant tertiary Qualification or equivalent – B Degree or National Diploma (NQF Level 6)

#### **OTHER REQUIREMENTS/SKILLS**

- Good human relations, interpersonal and communications skills
- Conflict handling skills
- Ability to give attention detail
- High level of responsibility
- Ability to work under pressure
- Proficiency in at least two of the official languages of the Western Cape
- Computer literate (office applications)
- Financial Management Skills
- Negotiations Skills
- The management and reporting requirements associated with this post requires in depth application of the procedures, laws and by – laws applicable to the functionality
- 5 years relevant experience in Managerial position

#### **PHYSICAL REQUIREMENTS OF THE POST**

- The post requires of the incumbent to be a normal person with good health
- Environmental conditions: \* Inside and outside buildings, \*Working outside the office in heat, cold blowing winds, dust\*
- Special fixed requirements: \* Standby and overtime\*

#### **KEY DUTIES & RESPONSIBILITIES**

- Recommends the compilation of by – laws, procedural requirements and/or policies pertaining to the Community Services functionality
- Manages, co – ordinates and controls key dimensions and requirements associated with Occupational Health and Safety
- Co – ordinates tasks/activities associate with controlling subordinate personnel performance,

- productivity and discipline
- Co – ordinates and controls the work sequences, programs and outcomes associated with the maintenance of facilities (parks, sport grounds, cemeteries)
- Co – ordinates and controls key dimension and requirements associated with Library Sciences
- Co – ordinates specific priorities, procedural applications, interventions and activities related to traffic services and law enforcement
- Identifies with the Road Strategy and statutory requirements and defines, implements and monitors the short - term plans/objectives for the functionality
- Co – ordinates and controls the application of procedures associated with the vehicle/driver testing and registration or licensing
- Co – ordinates and monitors sequences associated with the implementation of statutory Laws and by- Laws related to Public Safety
- Co – ordinates the implementation of specific plans associated with controlling traffic and maintaining road safety
- Monitors the municipal area and attends to acts on situations/behavior deemed to be inappropriate or non – conforming
- Completes specific reports, statutory documentation and registers and performs special tasks
- Attends to the application of specific maintenance sequences with respect to equipment and vehicle
- Disseminates information on outcomes, current developments, problems and constrains and/or makes strategic presentations regarding the Community Services functionality
- Co – ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality
- Formal and Informal Reporting

### **SPECIAL CONDITIONS**

The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

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**Job Related Enquiries:** Amos C Makendlana – 023-4147528 / 8133

**General HR Enquiries:** Adriaan Duimpies – 023-4147549, Imelda Dourie – 023-4148190, Angilo Jacobs – 023-4147550

### **INSTRUCTIONS TO APPLICANTS**

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to. [erecruit@beaufortwestmun.co.za](mailto:erecruit@beaufortwestmun.co.za) and can be **hand delivered** at the office of the acting municipal manager at 112 Donkin street, midtown, Beaufort West, 6970. Application forms can be obtained from the Municipal website, [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za) and must reach the Human Resource Department on or before **05 JANUARY 2023 at 16:15 pm. Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.**

#### **Disqualification:**

**Please note that the following will lead to disqualification:**

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents. Canvassing of Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

Beaufort West Municipality is an equal opportunity employer which subscribes to the principle of

affirmative action and Employment Equity. Preference will be given to applicants from the designated/under -represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: FRIDAY, 05 JANUARY 2024**

**DE Welgemoed  
MUNICIPAL MANAGER**