



**BEAUFORT WEST MUNICIPALITY
NOTICE NR. 01/2022**



The Municipality of Beaufort West, main centre of the Central Karoo, as an equal opportunity employer, hereby invite suitably qualified individuals with enthusiasm for the following career opportunity:

DIRECTOR: COMMUNITY SERVICES

An appointment will be made on a 5 year fixed term performance based contract. It is compulsory that candidates for the position comply with the minimum prescribed Municipal Regulations on competency levels published under Government Notice R493 of June 2007 as amended in GNR. 1146 published under GG 41996, dated 26 October 2018.

KEY PERFORMANCE AREAS/ RESPONSIBILITIES: * Report directly to the Municipal Manager on key departmental activities* Determines and articulates the community services' delivery vision, sets the direction * Applies knowledge, skills and experience to formulate long-term comprehensive outlines of service delivery plans for community service's needs * Responsible for the strategic management of the Directorate Community Services * Execute all responsibilities in accordance with the identified Key Performance Areas (KPA's) as determined by the Council * Plan, coordinate and manage activities of the Community Services directorate, managing Traffic, Disaster Management, Cemeteries, Human Settlements, Waste Management, Parks & Recreation, Pounding of animals and Commonage * In respect of service-delivery activities undertaken by or on behalf of the directorate * Effectively and efficiently execute projects assigned to, and initiated by, the directorate *Communication and Civic Engagement * Customer Relations Management * Intergovernmental Relations/Cooperation * Community Halls and Sport Facilities.

- **REQUIREMENTS, QUALIFICATIONS AND KNOWLEDGE:** * Bachelor Degree in Social Sciences/ Public Administration/ Law; or equivalent. * 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 – Health service management * Cemetery management * Public safety and Parks and recreation management.

The position is located at the Beaufort West Municipality offices.

Remuneration: A total annual remuneration package **minimum R846 307.00 - midpoint: R950 907.00 - Maximum: R1 040 327.00 plus 7% Rural Allowance** as prescribed in the Upper Limits of Total Packages Payable to Municipal Managers and Managers directly accountable to Municipal Managers (Notice No351 of the Government Gazette no 43122 of 20 March 2020) of Grade 2 Municipality.

Candidates for the above vacancies must have **Municipal Minimum Competency Requirements for Local Government** as per Regulations on Appointment and Conditions of Employment of Senior Managers, GN 21, GG 37245, dated 17/01/2014 or must be completed within 18 months after appointment date. **Certified proof MUST BE attached to application * A Minimum of 5 years' experience at middle management level**

* Computer Literacy * Effective Communication Skills in at least two of the three official languages of the Western Cape (English, Afrikaans, Xhosa) * Strategic Thinking Skills * Positive Attitude * Valid Code B driver's license

IMPORTANT: Forward completed applications on the prescribed form for senior managers reporting to the municipal manager, obtainable from our website - www.beaufortwestmun.co.za or Human Resource Section for the above position, accompanied by a detailed CV together with certified copies of qualifications, identity document and driver's licence including details of at least three (3) contactable references to and full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalized, instituted against the applicant in his/her current or previous employment. The successful applicant will have to sign an employment contract, performance agreement and disclose financial interest. All applicants will have to undergo security vetting.

CLOSING DATE AND TIME: FRIDAY 11 FEBRUARY 2021 at 12h00

* The Municipal Manager, Private Bag 582, **BEAUFORT WEST**, 6970

HAND DELIVER: The Municipal Manager, 112 Donkin Street, **BEAUFORT WEST** 6970 (Sanlam Building)

PLEASE NOTE: Canvassing any individual member of the Municipality will result in automatic disqualification. Candidates will be expected to complete a practical competency-based and psychometric assessment. The successful candidate will be subjected to the signing of an *Annual Performance Agreement and an Employment Contract*. The successful incumbent must sign an employment contract and performance agreement as contemplated in section 57A of the Municipal Systems Act. The appointment will be effected in accordance with the Municipality's Employment Equity policy and plan. If you are not invited for an interview within 60 days, you may deem your application as unsuccessful. Applicants must note that their appointment is subject to reference checks, qualification, criminal records, vetting and record of dismissed staff members contemplated in

section 57A OF the Municipal Systems Act. The Beaufort West Municipal Council reserve the right not to make any appointments.

NB: No late, fax or e-mail applications will be accepted.

Telephonic enquiries should be directed to the **Municipal Manager: Mr. MJ Penxa** at Tel No: 023 414 8195/8194 or **Director: Corporate Services: Mr Amos C Makendlana** at Tel. No. 023 414 8100/8181.

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

MJ Penxa
MUNICIPAL MANAGER

14/01/2022