



SENQU LOCAL MUNICIPALITY

NOTICE NO: 14/2019

4 X FIVE (5) YEAR FIXED TERM PERFORMANCE BASED CONTRACTS

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the four positions mentioned below.

Remuneration: *A total remuneration package in line with the Local Government Upper Limits of total remuneration packages payable to Managers directly accountable to a Municipal Manager.*

POSITION: DIRECTOR: CORPORATE SUPPORT SERVICES
DEPARTMENT (Ref no – 4/3/2/1/2)

JOB PURPOSE: The Director: Corporate Support Services of Senqu Local Municipality will be responsible and accountable for all operations of the Human Resources, Labour Relations and Legal Services; Stakeholder Relations and Council Support; and Administration Building Preservation and Fleet Management Sections.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

- Grade 12 plus a tertiary qualification - 3 year degree in Public Administration/ Management Sciences/ Law or equivalent is essential.
- Five (5) years demonstrated experience at middle management of which 3 years must have been in a management position within local government or related fields.

- Certificate in Municipal Finance Management (MFMP) or Certificate Programme in Management Development for Municipal Finance (CPMD) in line with minimum competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007. Applicants who have not attained the aforesaid competencies will be expected to attain them within the timeframes specified in Notice no 91, Government Gazette 40593 of 3 February 2017.
- A valid Code EB driver's licence is essential.

KEY PERFORMANCE AREAS

The Director: Corporate Support Services **as a Senior Manager** designated by the Accounting Officer to be responsible and accountable for the overall performance of the Corporate Support Services Directorate **will be required to;**

- Strategically lead, manage and perform duties of the Directorate by developing and implementing departmental objectives, policies, procedures, systems, controls and monitoring and reporting mechanisms as delegated by the Accounting Officer to the Director;
- Drive and oversee the Directorates' budget inputs, implementation, monitoring and reporting;
- Develop a Legal Services Strategy that drives and monitors all deliverables associated with the provision of legal services in support of all operations of the Municipality;
- Develop an integrated Human Resources Strategy (which includes talent management) that directs and monitors all deliverables associated with human capital development and management;
- Direct and provide advice pertaining to occupational health and safety matters and ensures that the OHS plan is integrated into the business continuity plan of the Municipality;
- Oversee the provision of registry services, records and archives management;
- Oversees the management and maintenance of municipal properties & fleet;
- Ensures that all municipal assets including human capital are well secured and safeguarded at all times;
- Oversee policy and by-law formulation and monitors that all the ones that drive operations of own department are properly implemented;
- Ensures that Council related committees are functional and monitors that decisions of Council and or its Committees are implemented appropriately;
- Formulates the HIV/AIDS, public participation and special programmes strategies and monitors that these are effected appropriately.
- Implement, manage and monitor the directorate's performance management systems; and

- Ensure that the directorate has adequate resources and capacity to perform its duties.

**POSITION: DIRECTOR: DEVELOPMENT AND TOWN
PLANNING SERVICES DEPARTMENT - (Ref no – 4/3/2/1/6)**

JOB PURPOSE: The Director: Development and Town Planning Services (DTPS) of Senqu Local Municipality will be responsible and accountable for all operations of the Governance and Compliance; Town Planning and Land Use Management; and Integrated Planning & Economic Development Sections.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

- Grade 12 plus a tertiary qualification - 3 year degree in Bachelor of Science (in the fields of Building Sciences)/ Architect)/ Town and Regional Planning/ Developmental Studies or equivalent is essential.
- Five (5) years demonstrated experience at middle management of which 3 years must have been in a management position within local government or related fields.
- Certificate in Municipal Finance Management (MFMP) or Certificate Programme in Management Development for Municipal Finance (CPMD) in line with minimum competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007. Applicants who have not attained the aforesaid competencies will be expected to attain them within the timeframes specified in Notice no 91, Government Gazette 40593 of 3 February 2017.
- Registration with the relevant professional body will be an added advantage.
- A qualification in Project Management will be an added advantage.
- A valid Code EB driver's licence is essential.

KEY PERFORMANCE AREAS

The Director: DTPS as a **Senior Manager** designated by the Accounting Officer to be responsible and accountable for the overall performance of Development and Town Planning Services Directorate **will be required to;**

- Strategically lead, manage and perform duties of the DTPS Directorate by developing and implementing departmental objectives, policies, procedures, systems, controls and monitoring and reporting mechanisms as delegated by the Accounting Officer to the Director;
- Drive and oversee the Directorates' budget inputs, implementation, monitoring and reporting;

- Facilitate tourism investment efforts, social and economic development initiatives that promote economic growth, organizational development and institutional transformation;
- Oversee the planning processes of the Municipality;
- Ensure that the Municipality has a credible IDP and put systems in place to ensure that the Municipality maintains and achieves its commitment to the IDP and strategic objectives;
- Manage the housing, building control, Town Planning and Land Use Management functions;
- Implement systems that will ensure that the Municipality adheres to principles of good corporate governance and complies with all the relevant legislation.
- Implement, manage and monitor the municipality's institutional and employee performance management systems;
- Oversee departmental policy and by-law formulation and monitors that these are implemented properly; and
- Ensure that the directorate has adequate resources and capacity to perform its duties.

POSITION: DIRECTOR: COMMUNITY SERVICES (*Ref no – 4/3/2/1/4*)

JOB PURPOSE: The Director: Community Services of Senqu Local Municipality will be responsible and accountable for all operations of the Waste Management; Amenities; and Traffic Services Sections.

REQUIREMENTS

- Grade 12 plus a tertiary qualification - 3 year degree in Bachelor of Social Sciences/ Public Administration/ Law or equivalent are essential.
- Five (5) years demonstrated experience at middle management of which 3 years must have been in a management position within local government or related fields.
- Certificate in Municipal Finance Management (MFMP) or Certificate Programme in Management Development for Municipal Finance (CPMD) in line with minimum competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007. Applicants who have not attained the aforesaid competencies will be expected to attain them within the timeframes specified in Notice no 91, Government Gazette 40593 of 3 February 2017.
- A valid Code EB driver's licence is essential.

KEY PERFORMANCE AREAS

The Director: Community Services as a **Senior Manager** designated by the Accounting Officer to be responsible and accountable for the overall performance of Community Services Directorate **will be required to;**

- Strategically lead, manage and perform duties of the Community Services Directorate by developing and implementing departmental objectives, policies, procedures, systems, controls and monitoring and reporting mechanisms as delegated by the Accounting Officer to the Director;
- Drive and oversee the Directorates' budget inputs, implementation, monitoring and reporting;
- Develop and drive a traffic management strategy that ensures that the traffic section operates effectively and efficiently;
- Ensures public safety within the Municipality;
- Develop and drive a fire services strategy that creates awareness on prevention of fires and that ensures that prescribed response times are adhered to;
- Develop and drive a facilities management strategy that ensure effective management, maintenance and upgrading of all community facilities including sports fields and parks;
- Ensures that cemeteries are managed in an efficient and effective manner;
- Ensures that community members have access to library services;
- Oversees the maintenance and control of the municipal commonages and pounds;
- Develop and drive waste management strategies to effectively manage and reduce waste and keep public open well maintained;
- Ensures that all businesses operating in the Municipality have licences and are operating according to applicable legislation;
- Implement, manage and monitor the directorate's performance management systems;
- Oversee departmental policy and by-law formulation and monitors that these are implemented properly; and
- Ensure that the directorate has adequate resources and capacity to perform its duties.

POSITION: DIRECTOR: TECHNICAL SERVICES - (Ref no – 4/3/2/1/5)

JOB PURPOSE: The Director: Technical Services of Senqu Local Municipality will be responsible and accountable for all operations of the Project Management Unit; Electricity; and Roads Management Sections.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

- Grade 12 plus a tertiary qualification - 3 year degree in Bachelor of Engineering/ B Tech: Engineering or equivalent.
- Five (5) years demonstrated experience at middle management of which 3 years must have been in a management position within local government or related fields.
- Certificate in Municipal Finance Management (MFMP) or Certificate Programme in Management Development for Municipal Finance (CPMD) in line with minimum competency requirements as per Notice no R493 in Government Gazette 29967 of 15 June 2007. Applicants who have not attained the aforesaid competencies will be expected to attain them within the timeframes specified in Notice no 91, Government Gazette 40593 of 3 February 2017.
- Registration with the relevant professional body will be an added advantage.
- A qualification in Project Management will be an added advantage.
- A valid Code EB driver's licence is essential.

KEY PERFORMANCE AREAS

The Director: Technical Services as a **Senior Manager** designated by the Accounting Officer to be responsible and accountable for the overall performance of Technical Services Directorate **will be required to;**

- Strategically lead, manage and perform duties of the Technical Services Directorate by developing and implementing departmental objectives, policies, procedures, systems, controls and monitoring and reporting mechanisms as delegated by the Accounting Officer to the Director;
- Drive and oversee the Directorates' budget inputs, implementation, monitoring and reporting;
- Develop and drive PMU's strategic objectives;
- Oversee the development of the Municipality's Long term Capital Investment Plan (CIP) and its integration to the Integrated Development Plans (IDP's) with appropriate input from various other government departments to ensure eligibility and synchronized service delivery;
- Ensure that local infrastructure programmes comply with all applicable legislation, policies and conditions applicable to MIG or the Municipality;
- Develop and drive strategies that provide sustainable infrastructure through the building and maintenance of access roads, bridges and storm water infrastructure;
- Develop and drive strategies that provide for the maintenance of the existing electrical infrastructure through replacement of outdated equipment and installation of new equipment in order to reduce losses and ensure compliance;
- Oversee the reduction of the Senqu electricity backlogs;
- Oversee departmental policy and by-law formulation and monitors that these are implemented properly;
- Implement, manage and monitor the directorate's performance management systems; and

- Ensure that the directorate has adequate resources and capacity to perform its duties.

KEY COMPETENCIES REQUIRED FROM ALL APPLICANTS

- Ability through a proven track record to craft and successfully execute a departmental strategy in line with the objectives of the broader organisation.
- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services.
- Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- Ability to maintain the high quality standards while achieving desired outcomes and results.
- Ability to communicate and negotiate at all levels and with all stakeholders in government, civil society and in corporate
- Ability to lead and successfully implement projects and programmes.

The closing date for submission of applications is Friday 22 February 2019 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

APPLICATIONS PROCESS

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and drivers licence. An application pack which contains all the above mentioned documents must be submitted to the under mentioned address.

This council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate competency assessment, reference and qualification checks as well as security vetting in line with the Regulations.

Canvassing and/or lobbying of councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

Successful candidates will be expected to sign a Performance Agreement and to disclose financial interests.

Please note that Council reserves the right not to fill the position.

CONTACT PERSON

All enquiries should be directed to the Manager: HR, LR and Legal Services, *Ms. Z Koyana on* - telephone 051 603 1300/23 *during working hours* or koyanaz@senqu.gov.za

MR M.M YAWA

MUNICIPAL MANAGER

SENQU MUNICIPALITY

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