



ADVERT

MANAGER: PUBLIC PARTICIPATION AND ADMINISTRATION

NOTICE NO: 105 / 2022

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 position mentioned above.

*Remuneration: TASK GRADE 17 OF CATERGORY 2 LOCAL AUTHORITY
R 679 547.00 – R 882 114.00 PER ANNUM (excluding Council 's benefits) and the
successful individual will be also be required to enter into a performance
agreement*

JOB PURPOSE:

The Manager Public Participation and Administration will be responsible for planning and managing key deliverables associated with the provision of facilities management, public participation, intergovernmental relations, customer care, special programmes, administration support and provides leadership to Sectional staff including managing own staff performance; giving inputs to all planning processes of the Municipality and ensuring compliance with all applicable policies and procedures.

MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12, B Degree in Social Science or Public Administration
- Computer literacy;



- Five (5) years' experience in the related fields, three (3) of which must be at a supervisory level;
- 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 will be an added advantage; and
- Code B Driver's license.

KEY PERFORMANCE AREAS

- Giving inputs into the development of all Sectional Strategies and developing Sectional plan taking into latest developments and reviewing them annually;
- Participating in the development of the Service Delivery and Budget Implementation Plans, Departmental Plans and Annual Report of the Municipality;
- Aligning Section 's operating capacity and capability with the Municipal objectives, providing leadership and direction to the Section function and evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans;
- Giving inputs into the Sectional Budget and managing the implementation of financial controls/ procedures and provides information to support financial planning;
- Managing stakeholder engagement activities for political offices and other departments;
- Managing the delivery of customer care functionality;
- Managing the planning and implementation of special programmes that they are mainstreamed throughout the organization and within the community;
- Controlling key deliverables associated and managing multi-disciplinary deliverables including cleaning, general building repairs & renovations, maintenance, grounds, food services and security services;
- Managing deliverables associated with document management / records and archives;
- Controlling activities associated with the promulgation of municipal by-laws;
- Preparing and presenting reports detailing the status of Sectional issues for inclusion into Council/Committees agendas, management reports and other legislated reports; and
- Providing leadership and direction to the Section function by providing on-the-job support, guidance and coaching after assessing performance and taking the appropriate steps to resolve the issues presented.



KEY COMPETENCIES REQUIRED FROM APPLICANTS

- Ability through a proven track record to craft and successfully execute departmental plans in line with the objectives of the broader organization;
- 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; and
- Ability to lead and successfully implement projects and programmes.

APPLICABLE BENEFITS

- Medical Aid, Pension, Housing Subsidy, 13th Cheque and travel allowance.

The closing date for submission of applications is 04 November 2022 no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.

APPLICATION 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 driver's license. 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 reference and qualification checks as well as security vetting.

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.

A successful candidate will be expected to sign a Performance Agreement. Please note that Council reserves the right not to fill the position.



CONTACT PERSON

All enquiries should be directed to the Director Corporate Services on -
telephone 051 603 1300/1316 during working hours or
koyanaz@senqu.gov.za

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FILE NO: 4/3/2/1/2
06/10/2022

