

KOUKAMMA MUNICIPALITY



Publication Date: 13 March 2023

Koukamma Municipality, a Category B Grade 1 Municipality, which subscribes to the principles of affirmative action and whose head offices are situated at Kareedouw, invite applications from suitably qualified persons, and preferably from designated groups, for appointment to the following position:

EXTERNAL ADVERTISEMENT

Post: MANAGER: COMMUNITY SERVICES

(Ref no: HR 2023/08)

Task Grade 14: R 422 889 – R 548 947 p.a plus benefits

Requirements:

- Degree in Social Science or Public Administration or equivalent to NQF Level 7
- A valid Code B driving license
- Sound Computer Literacy
- Good communication skills
- 4 years relevant experience

Responsibilities:

- Planning and programming annual schedules to ensure sufficient operating capacity and capability, and resources to meet departmental service delivery needs in keeping with the IDP & SDBIP.
- Planning the administration and management of the Community Services Administration and Public Amenities components, including its applicable Human Resources component.
- Preparing the section's budget, controlling and monitoring budget against operational expenditure and reporting deviations to the Director: Technical & Social Services.
- Drafting and amending new and existing Bylaws and policies in the Community Services Department that relates to the area under control.
- Conducting Performance assessments of subordinates in accordance with the PMS.
- Participating and coordinating (agendas, minutes) in various meetings (council, works and environmental standing committee, steering committee) and provides comments/ opinions on matters affecting or concerning the functionality.
- Drafting Reports and Items to Manco/ Exco/ Council, including the formulation of Resolutions.
- Drafting external correspondence to Government Departments, external stakeholders.
- Responsible for management of municipal facilities, viz, cemeteries, community halls, sports fields and managing the parks, open space's function, recreational facilities, and refuse.
- Ensure the smooth running of libraries.
- Establish a Disaster Recovery Plan for Koukamma Municipality's critical systems.
- Lead and direct the cleansing and solid waste function.
- Lead and direct environmental health services.

*All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint a **White male, African female, Indian female or White female** if a suitable candidate in that category can be identified. People with disabilities are encouraged to apply.*

In terms of the Local Government Municipal Systems Amendment Act, 2022: Section 71B, (1) A staff member may not hold political office in a political party, whether in a permanent, temporary, or acting capacity.

DIRECTIONS TO CANDIDATES:

Applications **MUST** be submitted on the prescribed application form, obtainable from our website at: www.koukammamunicipality.gov.za, it can also be requested from our Human Resources Department at 042 288 7226. Also refer to our Human Resources Department for enquires (Ms Ronel Lloyd). Forward your application to: The Municipal Manager, Koukamma Municipality, Private Bag X011, Kareedouw 6400 or hand-deliver to Municipal Offices at No. 5 Keet Street, Kareedouw 6400. Applications must be accompanied by a comprehensive CV with certified copies of qualifications, identity documents, driver licence and any other relevant documents (Not older than six (6) months.) No faxed or emailed applications will be accepted. Applicants can also apply online on our website. Failure to supply the required information will disqualify an applicant. Canvassing for appointment is strictly prohibited and any confirming evidence thereof will disqualify the applicant. Correspondence will **ONLY** be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month of date of closing, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

Closing Date: 27 Mar, h 2023



.....

— Mr S.Tini —
Acting Municipal Manager