



VACANCY

NOTICE NO. 44/2024

Umsobomvu Municipality, with its seat in Colesberg, covering the areas of Noupoort, Colesberg, Norvalspont and all commercial farming areas, is looking for the services of a committed, suitably qualified, experienced and highly motivated individual to fill the following position.

SENIOR MANAGER: COMMUNITY SERVICES

1. PLACE OF WORK: Colesberg

2. ANNUAL TOTAL REMUNERATION PACKAGE:

Salary scale: Minimum: R 852 108.00 – Midpoint: R 946 787.00 – Maximum: R 1 041 465.00, plus a remote allowance of 7 % and a performance-based bonus.

3. MINIMUM REQUIREMENTS:

- Bachelor Degree in Social Sciences/Public Administration/Law/ Management Sciences/ Environmental Studies or Equivalent Qualification.
- Certificate in Municipal Financial Management Programme as prescribed in terms of Municipal Regulations on Minimum Competency Levels.
- Successful completed all the Prescribed Minimum Competency Level in Unit Standards as required in Regulation 7 provided for in Government Regulation No. 493, published in Government Gazette 29967 dated 15 June 2007, as amended by GN. R 1146 as published in GG 41996 dated 26 October 2018, alternatively with Government Notice Regulation, No. 1146 of 26 October 2018, as promulgated in Government Gazette No.41996.
- Good facilitation and communication skills in at least two of the three local official languages.
- No criminal record.
- A valid driver's license and own motor vehicle to execute duties.
- Adherence to Schedule 2 of Government Gazette 37245 dated 17 January 2014.
- Registration with the South African Council of Social Service Professionals (SACSSP), or similar recognized relevant body will be an added advantage.

4. TERM OF APPOINTMENT:

The post is a permanent employment as provided for in the amended Local Government: Municipal Systems Act, No. 3 of 2022, and includes signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act and declaration of financial interest.

5. WORK RELATED EXPERIENCE AND KNOWLEDGE:

- Five (5) years at middle management level.
- Have proven successful institutional transformation within public or private sector.
- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance system and performance management, and good knowledge of community services.
- Good communication skills.
- Good knowledge and understanding of relevant policies and legislation and Council operations and delegation of powers.
- Good knowledge of core- functions services, including, Health service management, Cemetery management, Public Safety, Environment and Waste Management, Parks and Recreation Management.
- Good knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (Act No.5 of 2000).
- Design programmes and develop policies to promote an enabling environment for community-based programmes as guided by the Municipal IDP.
- Provide strategic leadership in relation to the development, implementation, monitoring and reporting on Service Delivery and Budget Implementation Plan (SDBIP) of the directorate.
- Overhead controls and management of Municipal Parks, Cemeteries, Recreation Facilities/ programmes, Disaster Management/Firefighting, Public Safety, Driving License Centre, Waste Management and Libraries.
- Develop and implement key strategic/ business plans including Waste Disposal & Management Plan, Disaster Management Plan, Transport Plan, Traffic & Licensing Plan and Environmental Management Plan.
- Manage departmental budget, human resources & other resources in accordance with local government legislation and treasury regulations.
- Manage efficient provision of municipal services.
- Establish, operate and maintain support structures, processes and systems.
- Direct and control key deliverables and outcomes for the department.
- Liaise with internal and external stakeholders.
- Ensure legislative, regulatory, policy, practices and operating standards compliance.
- Performance of other responsibilities assigned.

6. CORE COMPETENCIES:

As stipulated in Annexures A and B of the Government Notice 21: Regulations on Appointment and Conditions of Employment of Senior Managers No.21 published in Government Gazette No. 37245 dated 17 January 2014.

PLEASE NOTE:

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (*Compulsory*)
3. **No late applications will be considered.**
4. Candidates are required to complete the prescribed "Annexure C" (Application Form) as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at www.gpwnonline.co.za, or on the Municipal Website; www.umsobomvumun.co.za (failure to do so will result in the candidate being disqualified) and supplement it with a detailed C.V.

5. Short-listed candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and competency assessment and should disclose financial interest.
6. Umsobomvu Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, cost of advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted in the contravention of the Municipal Council Policies, Municipal Systems Amendment Act No. 3 of 2022 or any other relevant legislation.
7. Canvassing and/or lobbying of Councilors for the purpose of being appointed is not permitted and proof thereof will result in the automatically disqualify the applicant.
8. In the event that an offer of employment is unreasonably declined, the applicant shall be liable for all costs incurred by the municipality including advertisement, travel and subsistence allowances to attend the interviews and assessment and assessment costs.
9. Suitably qualified applicants must submit: their application form and CV, certified copies of academic qualifications, Identity Document and Driver's License and address same to:
The Municipal Manager, Municipality, Private Bag X 6, Colesberg, 9795, or hand delivered at **Umsobomvu Municipal Offices, 21A Church Street, Colesberg, at the Human Resources Office**. E-mailed applications to be addressed to **themsile@umsobomvumun.co.za**
10. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
11. The municipality reserves the right to appoint or not to appoint any person.
12. Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

CLOSING DATE: The closing date shall be **12 May 2024 at 16:30**.

Enquiries: Mr. T.W. Msengana (Municipal Manager) Tel. 051 7530 0040 or e-mail to themsile@umsobomvumun.co.za during office hours.

T.W. MSENGANA
MUNICIPAL MANAGER

Date: 16 April 2024