



INTERNAL VACANCY

NOTICE NO: 63 /2024

Umsobomvu Local Municipality, with its seat in Colesberg and servicing the towns of Colesberg, Noupoot and Norvalspont seeks applications from suitably qualified candidates for appointment in the under-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

Supervisor: Refuse Removal, Sports Grounds, Commonage, Open Spaces, Gardens and Parks

<u>DIRECTORATE</u>	:	Community Services
<u>PLACE OF WORK</u>	:	Noupoot (Northern Cape)
<u>DURATION</u>	:	Permanent
<u>SALARY</u>	:	T Grade 7 (R 203 076.00) per annum plus normal fringe benefits applicable to Local Government.

REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE

- Grade 12 or a relevant post matric qualification and basic computer literacy: MS Office
- Valid Code 08 / 10 Driver's License
- Valid Professional Driver Permit (PDP)
- 2 - 5 years relevant experience
- Ability to read, write and communicate in at least two of the local languages

KNOWLEDGE & SCOPE

- To Supervise and coordinate the community services section in order to ensure provision of maintenance, fencing and cleaning services of municipal commonage, sports grounds, cemeteries, sport complex, parks and gardens within the Umsobomvu Local Municipality.
- Responsible for the deployment and control of necessary equipment, tools, machinery, plant and vehicle to undertake work.
- Work independently within work/maintenance plans and with regular report-backs to superior.

KEY PERFORMANCE AREAS

- **Managing Work:** Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time. Monitoring and controls activities by maintaining a log of work or maintenance. Prioritize tasks and identifies more critical and less critical activities and tasks to adjust priorities when appropriate.
- **Planning and organizing:** The ability to plan activities within specific timeframes and to execute these activities according to plan. Identifies resource requirements for undertaking of specific tasks.

Organizes, prioritises and schedule tasks so that they can be performed with efficient use of time and resources. Measures progress and monitors performance and results.

- **Facility specific skills:** Shows a satisfactory level of technical skill, knowledge, experience and education relevant to particular community facility. Understands the technical and non-technical aspects of the area of work. Has ability to identify task specific problems and analyze all factors that influence the solution. Accomplishes tasks without asking for guidance or instructions. Has knowledge of updating equipment register and exercises stock control of material issued.
- **Workplace safety:** The ability to identify and correct unsafe work conditions that affect employee safety. Checks equipment and / or work area regularly and takes corrective action. Makes recommendations and / or improves safety and security procedures; enforce safety regulations and procedures.
- **Problem solving:** The ability to be objective, thorough, insightful and probing behaviours when approaching problems and develop new ways to solve problems.
- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the Municipality. Relates to people at all levels of the organization. Accurately captures, encourage and considers others' expectations, ideas and concerns.
- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
- **Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals. Be professional in interaction with general public and stakeholders.
- **Action Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others to voluntarily give of their best in working towards a common vision or goal.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.

CLOSING DATE: The closing date shall be **24 July 2024 at 16:30.**

APPLICATION INSTRUCTIONS:

The Council is an equal opportunity employer in terms of the stipulations of the Employment Equity Act and its Employment Equity Plan and candidates are encouraged to indicate their race, gender and disability.

Applicants **MUST** use the official Application for Employment and supplement it with a comprehensive CV together with certified copies of qualifications and MIE Background screening form, obtainable from the municipality's website and Human Resource Management Office. Completed applications with all relevant documentation should be submitted to: The Municipal Manager Umsobomvu Local Municipality, 21A Church Street, **Colesberg**, 9795 or e-mailed to apiwe@umsobomvumun.co.za.

All enquiries must be directed to the Human Resource Section. Canvassing and/or lobbying of Councilors and or municipal officials will result in the disqualification of an applicant. No late applications will be considered.

Inquiries to be directed to Mr. Apiwe Khalankomo at 051 753 0047 or send an e-mail to apiwe@umsobomvumun.co.za

T.W. MSENGANA
MUNICIPAL MANAGER

Notice: 63/2024
Date: 05 July 2024

UMSOBOMVU MUNICIPALITY
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COLESBERG
9795