



NOTICE 03 OF 2023

The Oudtshoorn Local Municipality, with its head office in Oudtshoorn, includes the towns of Oudtshoorn, De Rust and Dysselsdorp and is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries and hospitality and tourism sectors. Candidates with at least the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all.

DIRECTOR: COMMUNITY SERVICES DEPARTMENT OF COMMUNITY SERVICES PERMANENT POSITION

STATION: OUTDSHOORN

A total remuneration package of a Category 3 Municipality (in terms of the prevailing Government Notice on the Upper Limit of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers) per annum may be offered subject to compliance with the minimum prescribed higher education qualification, experience and attainment of demonstrated evidence of competent, advanced or superior competency level as measured against the competency framework for Senior Managers contained in Annexure A to the Regulations on Appointment and Conditions of Employment of Senior Managers [GNR. 21. Published under GG. 37245 of 17 January 2014].

As a member of the senior management team, your portfolio will take responsibility for the following functions: Fire, Rescue & Disaster Management, Traffic Services, Parks, Sport, Recreation & Amenities, Waste Management & Pollution Control and Library Services.

Requirements: • Bachelor Degree in Social Science/Public Administration/Law or equivalent • Compliance with the minimum competency requirements for Senior Managers as laid down in Government Notice R493 dated 15 June 2007 or alternatively as per the exemption as laid down in the Government Gazette 40593 dated 03 February 2017 • 5 Years' experience at middle management level • Have proven successful institutional transformation within private and public sector • The required core competencies and minimum competency requirements as stipulated In Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers as promulgated in Government Gazette 37245 dated 17 January 2014 • Good knowledge and understanding of relevant policies and legislation • Good understanding of institutional governance systems and performance management • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) • Excellent communication and facilitation skills in at least two of the official languages of the Western Cape

Competencies: The following competencies, as described in Annexure A to Government Notice No 21 published under Government Gazette No 37245 of 17 January 2014, are essential: Leadership: Strategic Direction and Leadership • People Management • Programme and Project Management • Financial Management • Change Leadership • Governance Leadership • Core Competencies: Moral Competence



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Planning and Organizing • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus

Key Performance Areas: • Report directly to the Municipal Manager • Manage the Directorate Community Services • Develop, implement and manage strategic goals, policies and procedures in alignment to the municipality's strategic objectives • Effectively and efficiently manage the Directorate • Liaise and interact with individuals, role-players and agencies at senior level in all three spheres of government • Assist and support the Accounting Officer with the roles and responsibilities delegated to the Director Community Services • Manage the provisioning and administering of Fire, Rescue & Disaster Management services within the Greater Oudtshoorn • Manage the provisioning and control of Traffic Services within the Greater Oudtshoorn • Manage the provisioning and control of Parks, Sport, Recreation & Amenities • Manage the administering and application of Waste Management & Pollution Control • Manage the administering and provisioning of Library Services • Support and advise the Municipal Manager and Council • Provide strategic management and leadership for the directorate • Manage and improve departmental administrative functions • Develop and implement council policies and strategies • Compile and manage directorate's budget • Ensure legislative compliance of relevance to the directorate • Manage all related grants and funding allocated to the municipality • Ensure community participation on matters of governance.

Please Note:

1. Complete advertisements with lists of duties/responsibilities and requirements as well as an application form can be downloaded from the Municipality's website at www.oudtshoorn.gov.za.
2. Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references must be contacted, and their qualifications, credit and criminal records verified.
3. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act, 32 of 2000 and disclosure of financial interests.
4. Applications must be made on the official application form for Senior Managers of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three contactable references and submitted to **Chief HR Officer: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section, Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn).**

All enquiries may be directed to Mr. W Hendricks at 044 203 3004.



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CLOSING DATE: 27 February 2023 @ 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. Council reserves the right not to make an appointment. No applications sent via e-mail or fax will be considered.

**MR. W HENDRICKS
MUNICIPAL MANAGER**

Date Published: 28 & 29 January 2023