



## **BITOU LOCAL MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to candidates residing within the Bitou Municipal Area.*

<b>POSITION</b>	<b>SUPERINTENDENT</b>
<b>DIRECTORATE</b>	<b>ENGINEERING SERVICES</b>
<b>DIVISION</b>	<b>ROADS, TRANSPORT &amp; STORM WATER</b>
<b>SECTION</b>	<b>ROAD MAINTENANCE</b>
<b>BASIC SALARY</b>	<b>R 377 561.45 – R 490 100.78 per annum (T12) + MUNICIPAL BENEFITS</b> <i>(Subjected to Task Evaluation)</i>
<b>REF NO</b>	<b>NOTICE 399 of 2023</b>

**QUALIFICATIONS & EXPERIENCES** • National Diploma in Civil Engineering • 5 years' experience.

**REQUIREMENTS AND SKILLS:** • Proficiency in at least 2 of the 3 official languages of the Western Cape (read, write and speak) • Code B driver's license • Excellent organizational and interpersonal and written communication skills; • Computer literacy (MS Word applications) • Good Communication Skills an ability to build positive relationships with peers • Be able to work under pressure • Required to work in all weather conditions • Work outside normal working hours, on standby, during emergencies and planned overtime.

**FUNCTIONS & RESPONSIBILITIES:** • Supervise, Coordinate and controls the operations of the roads maintenance section • Coordinate tasks / activities associated with the implementation of procedure and monitoring and reporting on sequences • Inspecting facilities and surroundings and arranging for defects and/or maintenance to be attended to • Plans, prioritises and schedules transport roads and storm water project planning and maintenance works • Coordinates and controls tasks / activities associated with controlling personnel performance, productivity and discipline • Monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and / or other approved methods designed to improve and motivate personnel • Monitors and evaluate progress with regards to repairing , construction, and installation and maintenance works (e.g. construction of asphalt / gravel roads, installation of underground pipelines, kerb-laying, lines and signs etc. • Performs specific administrative tasks / activities associated with updating and maintaining records / information related to the activities / operations at the Depot • Report to various institutions/persons • Interacts with various institutions/persons • Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).

### **COMPETENCIES REQUIRED**

#### **CORE PROFESSIONAL**

**Problem Solving:** The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.

**Planning and Organising:** The ability to plan and organise the work unit using goal setting, objectives, targets, creating work schedules and work plans with associated resources and budgets, according to the municipality's procedures in order to achieve the tasks, functions, results of the work unit.

**Organisational Awareness:** Drives equitable service delivery taking into account how political and service issues, program, policies and decisions impact public interest / concerns.

#### **FUNCTIONAL**

**Discipline Specific Skills:** Having achieved a satisfactory level of technical and professional skill or knowledge in position related areas; keeping up with current developments and trends in areas of expertise.

**People Management:** Manages and encourages people, optimizes their outputs and effectively manages relationships in order to achieve municipal goals.

**Task Management:** Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.

**Work Place Safety:** The ability to assess the needs of employees and linking that to the municipality's policies on health, safety and wellness.

**Budgeting:** Maximizes the municipalities' business sense and displays a sound business understanding in applying the most effective management practices to achieve municipality and department financing goals and objectives

## **PUBLIC SERVICE ORIENTATION**

**Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the Municipality.

**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.

## **PERSONAL**

**Action and outcome 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 tasks, to be energetic, persistent and reliable.

**Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks.

**Ethics and Accountability:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.

## **MANAGEMENT / LEADERSHIP**

**Direction Setting:** The ability to motivate and inspire others to voluntarily give off their best in working towards a common vision or goal.

**Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.

**Coaching and Mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimizing their talent and potential.

**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.

*Work related enquiries can be directed to Manager – Roads, Transport & Storm Water: Mr. Z Mputa; [zmputa@plet.gov.za](mailto:zmputa@plet.gov.za) or on tell: 044 501 3266.*

*For general enquiries contact Ms L Clark on telephone no: 044 501 3418.*

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

## **Please Note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
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. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

## **M MEMANI**

**MUNICIPAL MANAGER**

**CLOSING DATE: 04 December 2023 @ 14h00 p.m.**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.

**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**