



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following management vacancy from suitably qualified and experienced professionals.

POSITION	:	SENIOR MANAGER: GOVERNANCE AND COMPLIANCE
Employment Term	:	NEGOTIABLE FIXED TERM PERFORMANCE BASED CONTRACT OF EMPLOYMENT
DIRECTORATE	:	OFFICE OF THE MUNICIPAL MANAGER
BRANCH	:	GOVERNANCE AND COMPLIANCE
BASIC SALARY	:	ALL-INCLUSIVE SALARY (R 1 707 167,11 per annum) plus negotiable retention allowance
REF NO	:	NOTICE: 3 of 2024

QUALIFICATIONS AND EXPERIENCE: • B. Degree in Finance or Law at NQF 7 or equivalent • 8 years relevant experience at managerial level in a municipal environment or related /Provincial/National Treasury. An NQF level 8 qualification will be advantageous.

ADDED ADVANTAGE • Compliance with the Municipal Regulations on Minimum Competency levels for Senior Managers – Gazette No. 29967 of 15 June 2007

REQUIREMENTS AND SKILLS: • Valid driver's license • Computer literate (MS Office Applications) • Good knowledge and understanding of Local Government environment • High level of initiative as well as administrative and organisational skills • Proficiency in at least two (2) of the three(3) official languages of the Western Cape (read, write and speak) • In-depth knowledge of MSA, MFMA and its relevant regulations, relevant Labour Relations Legislation • Knowledge and understanding of Corporate Governance Principles (King IV Report) • Good management, human relations, interpersonal and communication skills • Report writing, presentation and analytical skills • High level of responsibility and confidentiality • Ability to give attention to detail • Ability to work independently and under pressure • Willingness to work outside normal office hours and during emergencies

FUNCTIONS & RESPONSIBILITIES: • Manage, coordinate and evaluate the improvement of governance management processes • Establish and maintain enterprise risk management (ERM), ethics management and monitor compliance within the organization • Manage and coordinate the Stakeholder engagements in accordance with legislative requirements • Manage and coordinate institutional performance management (PM) • Manage and facilitate strategic planning for the organisation • Responsible for execution and delivering on Divisional Key Performance areas and indicators • Analyze, monitor and report on expenditure of the Branch (capital and operational) in accordance with financial policies and Supply Chain Management procedural applications • Disseminate information and guidance with relation to performance management of the human capital of the Branch • Render management and line function administrative support services to the Branch • Keep abreast of current trends, legislative changes and developments in the profession • Serve as Presiding Officer and/or Employer representative at Internal Disciplinary Hearings.

Appointee will be responsible for the following reporting divisions:

- Risk Management and Compliance
- Integrated Development Planning
- Institutional Performance Management
- Presiding Officer

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL COMPETENCIES:

- **Organizational Awareness / Political Impact:** Drives equitable service delivery considering how political and service issues, programmes, policies, and decisions impact public interests / concerns.
- **Information Measuring and Monitoring:** Displays an ability to collect, review and analyze information, identify trends and report on them.
- **Planning and Organizing:** The ability to plan and organize 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 / functional results of the work unit.
- **Monitoring and Reporting:** The ability to monitor the results of delegations, assignments, or projects, considering the skills, knowledge and experience of the assigned individual and the characteristics of the assignment or project.

2. FUNCTIONAL COMPETENCIES:

- **Project Management:** Plans, manages, monitors, and evaluates specific activities to deliver the desired outputs and outcomes.
- **Information Management:** The ability to prepare user friendly, customer orientated and accessible information products and reports of a range of types and formats.

3. PUBLIC SERVICE ORIENTATION COMPETENCIES:

- **Service Delivery Orientation:** The ability to improve existing and explore and implement new ways of delivering services that contribute to the improvement of Municipal processes to achieve Municipal goals.
- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside the Municipality.
- **Client Orientation and Customer Focus:** Understands the service needs of a client / customer (Internal or External) and actively focuses on anticipating, meeting, and exceeding the needs in a timely and appropriate manner.
- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

4. **PERSONAL COMPETENCIES:**

- **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.
- **Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks.
- **Change Readiness:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.
- **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight, and focus on continuous self-improvement.
- **Problem Solving:** The ability to gather information, analyze issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Can see the "Bigger Picture."
- **Accountability and Ethical Conduct:** Ability to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the public service and to adhere to codes of good corporate governance.

5. **MANAGEMENT / LEADERSHIP COMPETENCIES:**

- **Strategic Capability and Leadership:** Contributes to determining and articulating the vision, sets the direction for the Municipality and / or Unit and inspires others to deliver on the Municipal Mandate.
- **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence other 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.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamic and apply appropriate facilitations techniques in working with others to achieve a shared goal.

Work related enquiries can be directed to the Manager: HR Administration; Mrs. V Cunningham vcunningham@plett.gov.za or on tell: 044 501 3441

For general enquiries contact Ms. L Clark or Mr. J Abroue 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). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to 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 take 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.
4. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 26 January 2024 @ 12h00pm

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.