



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals

POSITION: SUPERVISOR/DRIVER X2
DIRECTORATE: COMMUNITY SERVICES
DIVISION: INTEGRATED WASTE MANAGEMENT
SECTION: WASTE COLLECTION
BASIC SALARY: R 198 344,73 – R 257 461,71 (T7) + MUNICIPAL BENEFITS
REF NO.: Notice: 327 of 2024

QUALIFICATIONS AND EXPERIENCE: • Grade 10 or equivalent technical qualification • 3 – 5 year's relevant experience.

REQUIREMENTS AND SKILLS: • Valid code C1 driver's license with PrDP • Basic Computer Literacy: MS Word / Excel • Proficiency in at least two of the 3 official languages of the Western Cape(read, write and speak) •Willingness to work in all weather conditions• Required to work outside normal working hours, emergencies and planned overtime
• Must be responsible, honest, reliable and able to work independently

FUNCTIONS & RESPONSIBILITIES: • Performs specific tasks associated with the operation of heavy specialized vehicles during waste collection services. • Respond to urgent/ unscheduled work requests • Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993) •Responsible to complete internal transactional documentation (e.g. tally sheets, log sheet, progress report, vehicle checklist etc.) • Inspecting safety devices, controls, lubricant levels etc. on vehicles and reports defects to the Fleet Section • Attending to enquiries from the general public Supervise and control task/activities of personnel.

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 the Manager: Integrated Waste Management Mr. D Baartman on email: dbaartman@plett.gov.za or on tell: 044 501 3461.

For general enquiries contact Miss. 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 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. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. Submit separate applications when applying for multiple posts and quote reference number.
4. **Preference will be given to Bitou residents before considering candidates outside the municipal area.**

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ACTING MUNICIPAL MANAGER

CLOSING DATE: 3 October 2024 @ 14:00

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.**