



## **BITOU 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.*

**POSITION:** ECONOMIC DEVELOPMENT OFFICER  
**DIRECTORATE:** PLANNING & DEVELOPMENT  
**DIVISION:** LOCAL ECONOMIC DEVELOPMENT & TOURISM  
**SECTION:** INFORMAL TRADING & TOWNSHIP TOURISM / DEVELOPMENT  
**BASIC SALARY:** R 334 201,42 – R 433 826,00 (T11) PER ANNUM + MUNICIPAL BENEFITS  
**REF NO:** Notice 341 of 2024

**QUALIFICATIONS AND EXPERIENCE:** • Grade 12 • NQF6 Diploma in Public Management / Tourism / Economics or a Relevant 3 year tertiary qualification (NQF 7 and above will be an added advantage) • 2 – 5 Years' relevant experience.

**REQUIREMENTS AND SKILLS:** Valid Code B Driver's License • Computer literacy (MS Office applications) • Proficiency in at least two (2) of the three (3) official languages of the Western Cape (read, write and speak) • Good management, human relations, interpersonal and communication skills • Analytical Skills • Ability to give attention to detail • High level of responsibility • Ability to work under pressure • Willingness to work after normal office hours and planned overtime

**FUNCTIONS & RESPONSIBILITIES:** • Plan, coordinate, and develop a coherent and integrated framework for economic development and tourism • Control the critical key performance areas of the functionality and provides input into the broader Economic Development objectives of Council • Coordinate applications and processes associated with the promotion and positioning of the Region as a preferred tourist destination • Responsible for the implementation and monitoring of the SMME assistance programs • Coordinate departmental activities, agricultural and trade and investment development • Conduct research with relation to economic development and that may have an impact on the current and future economic, social and environmental capabilities of the region • Attends to the preparation and submission of business plans • Facilitate and monitor community skills development projects • Administer, coordinate and manage the effective utilisation of the commonage • Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Keep abreast of legislative changes and emerging trends in the profession.

### **COMPETENCIES REQUIRED**

#### **CORE PROFESSIONAL COMPETENCIES**

- **Research and Analysis:** The ability to undertake and advice on development research methodologies to ensure quality research and information for decision making.
- **Public Consultation:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
- **Socio-Economic / Socio-Political Awareness:** The ability to be aware of, and take into account contextual, political, public interest and administration service and development issues and concerns, programs, policies and decisions in the understanding, preparation of and recommendations on information results, outcomes and products.
- **Planning and Organising:** The ability to plan and organize work tasks 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 and outcomes / results.

#### **FUNCTIONAL COMPETENCIES**

- **Strategic Planning and Strategic Formulation:** Ability to understand the process of strategic planning and contribute effectively to strategy formulation.
- **Programme and Project Management:** Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.
- **Financial Management:** Maximises the municipality's business senses and displays a sound business understanding in applying the most effective management practices to achieve municipal financing goals and objectives.
- **Information Products and Reporting:** The ability to prepare user friendly, customer orientated and accessible information products and reports of a range of types and formats.
- **Resilience:** Continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition.

## **PUBLIC SERVICE ORIENTATION COMPETENCIES**

- **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.
- **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.

## **PERSONAL COMPETENCIES**

- **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.
- **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, 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'.
- **Accountability and Ethical Conduct:** Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance.

## **MANAGEMENT / LEADERSHIP COMPETENCIES**

- **Strategic Capability and Leadership:** Determines and articulates 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 others effectively.
- **Coaching and Mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising 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 contact the Manager: Local Economic Development & Tourism, Mr. L Jacobs at email: [ljacobs@plet.gov.za](mailto:ljacobs@plet.gov.za) or tel: 3459*

*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](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 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. **LATE APPLICATIONS** will not 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**  
**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 3 October 2024 @ 14h00**

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.**