



# **BITOU LOCAL MUNICIPALITY**

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

<b>POSITION</b>	<b>MANAGER: OFFICE OF SPEAKER</b>
<b>DIRECTORATE</b>	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>BRANCH</b>	<b>OFFICE OF THE POLITICAL OFFICE BEARERS</b>
<b>DIVISION</b>	<b>OFFICE OF THE SPEAKER</b>
<b>BASIC SALARY</b>	<b>R 500 151,04 – R 649 217,92 (T14) + MUNICIPAL BENEFITS</b>
<b>TERM</b>	<b>CONCURRENT WITH TERM OF OFFICE OF CURRENT SPEAKER</b>
<b>REF NO</b>	<b>Notice 363 of 2024</b>

**QUALIFICATIONS AND EXPERIENCE:** Relevant 3year tertiary qualification preferably a National Diploma or B Degree  
• More than 5 years administrative experience required of which 3 years or more must be managerial experience.

**REQUIREMENTS AND SKILLS:** Valid driver's license • Computer literate (MS Office Applications) • Good knowledge and understanding of Local Government environment • Be politically astute • High level of initiative as well as administrative and organisational skills • Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak) • Good management, human relations, interpersonal and communication skills • Report/Speech 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 after normal working hours and during emergencies

**FUNCTIONS & RESPONSIBILITIES:** Manages and controls the key performance and result indicators associated with the provisioning of administrative and logistical support to the Office of the Speaker in accordance with applicable policy and legislation • Manage and monitor Supply Chain procedural applications and budget of the Office • Control all correspondence to and from the Office of the Speaker • Monitor and executes specific instructions and applies laid down procedures and protocol • Develop policies, strategies, procedures and a mechanism necessary for the effective implementation of projects within the Office • Facilitate communication and liaison between Speaker and other political office bearers/councilors • Coordinate ward committees' meetings, activities, administrative support, logistics and secretariat services • Facilitate and promote sound communication and liaison with communities • Render secretarial, administrative and logistical support to the MPAC Chairperson and committee members • Disseminates information on outcomes, current developments, problems and constrains regarding the functionality to ensure that information, advice or opinions on relevant matters is made available and/or communicated through the various mediums, and accurately interpreted through the provision of adequate and clear explanation • Manages and controls tasks/activities associated with personnel performance, productivity and discipline to ensure that human resources needs are identified and attended to • Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Keeping abreast of current trends, legislative changes and developments in the profession.

## **COMPETENCIES REQUIRED**

### **1. CORE PROFESSIONAL COMPETENCIES**

- **Use of Technology:** Able to manage the integration of technology in the operations of the office.
- **Written Communication:** The ability to communicate complex information in understandable documents for specific audiences.
- **Planning and Organising:** Manage and use of Council resources in order to deliver an effective and efficient service.

### **2. FUNCTIONAL COMPETENCIES**

- **People Management:** Manages and encourages people, optimises their outputs and effectively manages relationships in order to achieve organisational goals.
- **Task Management:** Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes.

### **3. PUBLIC SERVICE ORIENTATION COMPETENCIES**

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

#### 4. **PERSONAL COMPETENCIES**

- **Action Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises.
- **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 focuses 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.
- **Accountability and Ethical Conduct:** Ability to display and build the highest standards of ethical and moral conduct.

#### 5. **MANAGEMENT / LEADERSHIP COMPETENCIES**

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

*Work related enquiries can be directed to the Manager: HRM; Mr. T Machelesi: [tmachelesi@plet.gov.za](mailto:tmachelesi@plet.gov.za) or on tell: 044 501 3443.*

*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 their 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 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. **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. Submit separate applications when applying for multiple posts and quote reference number.

**M MEMANI**  
**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 23 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.**