



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.

POSITION: SUPERINTENDENT
DIRECTORATE: ENGINEERING SERVICES
DIVISION: FLEET MANAGEMENT
SECTION: WORKSHOP
BASIC SALARY: R 394 551,72 – R 512 155,32 (T12) + MUNICIPAL BENEFITS
REF NO: Notice 375 of 2024

QUALIFICATIONS AND EXPERIENCE: • Grade 12 or equivalent technical qualification (NQF4) • Trade Tested Artisan Diesel and / or Petrol • 3-5 Years' relevant experience.

REQUIREMENTS AND SKILLS: • Valid Code C driver's license. • Computer Literate (MS Office applications) • Exceptional Supervisory Skills • Good analytic skills • Good human relations, interpersonal and communication skills; • Ability to give attention to detail • High level of responsibility • Ability to communicate in at least two of the three official languages in the Western Cape Province • Be able to work outside normal working hours during emergencies, on standby and planned overtime. Ability to work independently.

FUNCTIONS & RESPONSIBILITIES: • Coordinates, implements, facilitate and controls the work sequences associated with the maintenance of petrol/diesel driven Mechanical Plant, vehicles and equipment of the Municipal fleet • Execute all related services of the municipality's fleet including of roadworthiness, vehicle inspections and initiate preventative maintenance on vehicles • Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993) • Adhere to Supply Chain Management procedures • Coordinate and control tasks/ activities associated with personnel performance, productivity and discipline • Plans and prioritises predictive maintenance programs and projects. • Coordinate and attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Keeping abreast of developments, emerging trends and latest technologies in the profession.

COMPETENCIES REQUIRED

CORE PROFESSIONAL COMPETENCIES

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

FUNCTIONAL COMPETENCIES

- **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, optimises 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:** Maximises 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 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.

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

MANAGEMENT / LEADERSHIP COMPETENCIES

- **Impact:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **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: Fleet Management Mr. S Sunkar: ssunkar@plett.gov.za or on tel: 044 501 3269.

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

Candidates must be willing to be subjected to an interview and be aware that previous employers and references may be contacted and their qualifications, credit and criminal records be verified.

Applications 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 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 @ 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 short list is compiled.