



# **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:** PRINCIPAL CLERK: GBV, LDAC, HIV/AIDS AND ELDERLY  
**DIRECTORATE:** OFFICE OF THE MUNICIPAL MANAGER  
**BRANCH:** OFFICE OF THE POLITICAL OFFICE BEARERS  
**DIVISION:** OFFICE OF THE EXECUTIVE MAYOR  
**BASIC SALARY:** R 251 432,17 – R 326 363,01 (T9) + MUNICIPAL BENEFITS  
**REF NO:** NOTICE: 443 of 2024

**QUALIFICATIONS AND EXPERIENCE:** • Grade 12; and or relevant functional qualification • 2-5 years' relevant experience.

**REQUIREMENTS AND SKILLS:** • Computer literacy (MS Office applications) • Proficiency in at least two of the three official languages of the Western Cape (read, write and speak) • Good human relations, interpersonal and communication skills • Analytical skills • High level of responsibility and confidentiality • Ability to give attention to detail • Ability to work under pressure • Knowledgeable about relevant legislation • Valid Drivers' License • Mentally fit and healthy

**FUNCTIONS & RESPONSIBILITIES:** • Attends to community liaison strategies and programmes and implementation of the delivery of special programs (Gender Based Violence; Local Drug Action Committee; HIV/Aids and Elderly • Assist and support key performance areas of the functionality and facilitates a liaison service between the community and municipality • Identifying with the key deliverables and strategic goals detailed in the Municipality's Integrated Development Plan • Provide information based on trends and expected outcomes to facilitate the provisioning for specific activities or interventions during interface with community based organisations.. • Adhere to Supply Chain Management procedural applications • Compile, analyse, and disseminate information related to Substance Abuse, HIV/ AIDS, Disabilities, Gender Based Violence, and the Elderly in the municipal area of jurisdiction • Performs tasks/ activities associated with the provision of general office support • Keeps abreast of legislative changes and emerging trends within the profession

## **COMPETENCIES REQUIRED**

### **Core Professional Competencies**

- **Written Communication:** Able to follow complex instructions as contained in written communication;
- **Oral Communication:** Demonstrates effective oral skills for complex and sensitive topics;
- **Attention to Detail:** Ensures all details of a task are accomplished
- **Influencing:** Follows through on option selected by client / stakeholder within confines of laid down procedure.
- **Ethics and Professionalism:** Able to identify risks involved in alternative courses of action;
- **Organisational Awareness:** Understands priorities, goals and issues within local government sector
- **Problem Solving:** Refers problems to supervisor for resolution but offers alternatives or recommendations.;
- **Planning and Organising:** Plans tasks on a daily basis according to a set schedule;

### **Functional Competencies**

- **Business Processes:** Follows laid-down procedures diligently
- **Use of Technology:** Ability to use the basic features of a range of office machines including a photocopier, scanner, fax and telephone
- **Data Processing & Analysis:** Enters data into specific applications, computerized or manual according to set procedures;

### **Public Service Orientation Competencies**

- **Interpersonal Relationships:** Shows confidence in engagement with internal and external stakeholders
- **Communication:** Adapts communication contents to the audience; and uses terminology appropriate to the audience
- **Service Delivery Orientation:** Professional in interaction with general public and stakeholders.
- **Client Orientation and Customer Focus:** Understands the client's issues and seeks information about their current and future requirements.

### **Personal Competencies**

- **Action Orientation:** Enthusiastic about new projects, controls various challenges and ensures meeting of deadlines
- **Resilience:** Shows emotional resilience and handles difficult situations effectively;
- **Change Readiness:** Looks for better ways of doing things
- **Cognitive ability:** Deals with high levels of complexity and clarifies issues for others;
- **Learning orientation:** Understands own strengths and weaknesses and takes action to close knowledge / skills gap;

### **Management / Leadership Competencies**

- **Impact and Influence:** Motivates and inspires others;
- **Team Orientation:** Apply appropriate facilitation techniques in working with others to achieve a shared goal;
- **Direction Setting:** Sets out work in a well planned and organized manner;
- **Client Orientation and Customer Focus:** Understands the clients issues and seeks information about their current and future requirements

*Work related enquiries can be directed in writing to the Senior Manager: Human Resources Management, Thembekile Machelesi at e-mail: [tmachelesi@plett.gov.za](mailto:tmachelesi@plett.gov.za) or telephone 044 501 3000.*

*For general enquiries contact Ms. L Clark or Ms. A Gigi 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 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 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.

**M MEMANI**

**ACTING MUNICIPAL MANAGER**

**CLOSING DATE: 27 November 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.**