



BITOU LOCAL MUNICIPALITY

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

POSITION: MANAGER: COUNCIL SUPPORT
DIRECTORATE: CORPORATE SERVICES
DIVISION: COUNCIL SUPPORT
BASIC SALARY: R 500 151.04 – R 649 217.92 (T14) Per Annum + MUNICIPAL BENEFITS
(Subjected to TASK Evaluation)
ALLOWANCES TRANSPORT, CELLPHONE & DATA ALLOWANCE
REF NO: NOTICE 459 of 2024

QUALIFICATIONS AND EXPERIENCE: • Relevant 3-year tertiary qualification, preferably a National Diploma in Public Administration/Public Management/Political Science or equivalent qualification on NQF Level 6; • 3 years' relevant experience in a similar environment.

REQUIREMENTS AND SKILLS: • Valid driver's license • Excellent communication skills • Good knowledge; understanding and interpretation of policy and legislation in a Local Government environment • High level of initiative as well as administrative and organisational skills • Good verbal and written communication skills in two of the three official languages of the Western Cape • Ability to work independently and function effectively under pressure • Good project management skills • Excellent supervision, human relations, interpersonal, and communications skills • Time management skills • High level of responsibility • Ability to deal with conflict situations • Customer Orientation • Financial and Administrative Skills • Diplomacy and Negotiation Skills • Computer Literacy (MS Office Application) • Knowledgeable about all relevant legislation.

FUNCTIONS & RESPONSIBILITIES: • Responsible for providing administrative support in order to ensure the effective functioning of the Non-Executive Councillors Support Office through ensuring effective execution of all activities; • effective Execution of all activities relating to and arising from the Secretariat Function; • Performing of tasks/activities associated with the provision of support to meetings through the application of laid down meeting procedures and ensuring that proceedings at meetings are accurately recorded; • Protocol and Intergovernmental Relations Management; Maintain positive relationship with stakeholders; • Provide inputs to make Council Support Division efficient and effective to ensure that the Division is compliant with the applicable laws/prescript; • Advise the Director Corporate Services on matters relating to the executive support and the Division and take reasonable steps to ensure that all information required by the Director Corporate Services and or Accounting Officer is submitted timeously; Exercise departmental financial management responsibilities in a diligent manner; • Monitor the implementation of Risk Management and Supply Chain Management strategies • Manage and controls specific statutory legislative requirements with respect to contracts and tenders • Disseminate information and guidance with relation to performance management of the human capital of the Division • Render management and line function administrative support services to the Division • Keep abreast of current trends, legislative changes and technological developments in the relevant industries. • Manage, communicate, supervise and provide guidance to personnel.

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL COMPETENCIES

- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others
- **Planning and Organising:** The ability to plan activities within specific timeframes and then to execute these activities according to plan
- **Conceptual Thinking:** The ability to gather information, analyse issues and deal with complexity and ambiguity.
- **Information Management:** Displays an ability to collect, review and analyze information pertaining to Environmental Health, identify trends, and report on them to all stakeholders

2. FUNCTIONAL COMPETENCIES

- **Analytical skills:** Ability to identify patterns across situations that are not obviously related, and identify key or underlying issues in complex situations.
- **Advocacy / Negotiation:** Ability to promote Municipal Health Services
- **Waste management:** Monitoring the Health effects of waste.
- **Environmental Pollution Control:** Ensure a hygienic working and recreational environment.
- **Project Management:** Ability to plan, co-ordinate and control the tasks of self and others to deliver projects and tasks to the required specification and within budget and schedule

3. PUBLIC SERVICE ORIENTATION COMPETENCIES

- **Interpersonal relationship:** 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.
- **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.
- **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.

4. PERSONAL COMPETENCIES

- **Action 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 task, to be energetic, persistent and reliable.
- **Attention to Detail:** Ability to scrutinize one's own work and that of others to ensure accuracy and compliance with the relevant engineering standards
- **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, analyze issues and deal with complexity and ambiguity. Show 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 public service and to adhere to codes of good corporate governance.
- **Integrity:** Behaves in an honest, fair, and ethical manner

5. MANAGEMENT / LEADERSHIP COMPETENCIES

- **Direct Setting:** The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others to voluntarily give of 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 in writing to the Director: Corporate Services, Mr L Loliwe at e-mail: lloliwee@plet.gov.za or 044 501 3000.

For general enquiries contact Mrs V Cunningham or 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 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. 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.
5. **Preference will be given to candidates residing within the Bitou Municipal Area.**

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MUNICIPAL MANAGER

CLOSING DATE: 20 December 2024 @ 12h00 pm

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.