



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	COMMUNITY SERVICES
DIVISION	COMMUNITY FACILITIES MANAGEMENT & MAINTENANCE
SECTION	CEMETERIES
BASIC SALARY	R 394 551,72 – R512 155,32 Per Annum (T12) + MUNICIPAL BENEFITS (Includes Transport essential allowance)
REF NO	NOTICE 62 of 2025

QUALIFICATIONS & EXPERIENCES • Grade 12 • Relevant tertiary qualification in local government • Tertiary qualification in Horticulture will be an added advantage. • 5 – 8 years' experience.

REQUIREMENTS AND SKILLS: • Proficiency in at least 2 of the 3 official languages of the Western Cape (read, write and speak) • Code B driver's license • Excellent organizational and interpersonal and written communication skills; • Computer literacy (MS Word applications) • Good Communication Skills an ability to build positive relationships with peers • Be able to work under pressure • Required to work in all weather conditions • Work outside normal working hours, on standby, during emergencies and planned overtime. • Knowledge of burial practices and procedures. • Experience with budgeting and financial management. • Ability to handle sensitive situations with empathy and respect. • Strong organizational and time management skills. • Ability to coordinate and manage multiple tasks simultaneously.

FUNCTIONS & RESPONSIBILITIES: • Manage the key performance areas and result indicators associated with the provisioning and maintenance/ operation of cemeteries • Monitor and correcting support personnel performance and deviations from standards • Coordinate the development and maintenance of policies and procedures against departmental, statutory and audit guidelines; • Apply operational management strategies and to properly manage the day-to-day activities • Handle all administrative services of the sub-directorate in order to ensure the risk of damage to property and/ or loss of lives is limited through prompt and efficient execution of sequences and applications. • Implement procedures, systems and controls to regulate specific work sequences associated with the functionality • Report to various institutions/persons • Interacts with various institutions/persons • Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL COMPETENCIES

- **Managing Work:** Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time.
- **Planning and Organising:** The ability to plan activities within specific timeframes and to execute these activities according to plan.

2. FUNCTIONAL COMPETENCIES

- **Facility specific skills:** Shows a satisfactory level of technical skill, knowledge, experience and education relevant to particular community facility.
- **Work Place Safety:** The ability to identify and correct conditions that affect employee safety.

3. 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.

4. PERSONALCOMPETENCIES

- **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. 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 the public service and to adhere to codes of good corporate governance.

5. MANAGEMENT / LEADERSHIP COMPETENCIES

- **Direction 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 to Acting Director Community Services: Mr. S Vandala; svandala@plett.gov.za or on tel: 044 501 3000

For general enquiries contact Mrs. V Cunningham on telephone no: 044 501 3441.

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.

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 14 March 2025 @ 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.**