



Blouberg Local Municipality hereby invites suitably qualified persons to apply for the following vacant positions:

TECHNICAL SERVICES

DIRECTOR: TECHNICAL SERVICES

Directorate: Office of the Municipal Manager
Type: Permanent post

Remuneration: Total remuneration package will be in terms of Government Notice No. 2760 dated 18 November 2022 (Minimum: R859,002, Midpoint: R965, 171, Maximum: R1, 005, 932) per annum plus 4% remote allowance

The successful incumbent will be on a permanent basis and will be required to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. Will also be required to undergo a competency assessment, screening and security vetting. He/she will be stationed at Blouberg Local Municipality's head office in Senwabarwana.

Minimum requirements: Bachelor of Science Degree in Civil Engineering/ BTech: Civil Engineering, equivalent with five (5) years relevant experience at middle management or as programme/project manager; and 3-4 years must be at professional/management level engineering management experience. The applicant must be computer literate and have a valid driver's license and his/her own road-worthy vehicle. The incumbent must be a person of honesty and integrity. Certificate of competency as required in terms of the General Machinery Regulations, 1988 or registration with a recognised relevant engineering professional body and Certificate in Municipal Finance Programme will serve as an added advantage.

Competencies: as per the Government gazette No:37245 of 17 January 2014. Good knowledge and understanding of relevant policy and legislation good knowledge and understanding of institutional governance systems and performance management must be able to formulate engineering master planning project management and implementation and a valid motor vehicle driver's license.

Tasks and responsibilities: Overall management of Technical Services Department, implement the Integrated Development Plan (IDP) as well as strategic goals for the Technical Services Department provide support and advice to the municipal manager and council on matters delegated to the department. Implement the Service Delivery and Budget Implementation Plan (SDBIP): develop and implement key strategic/business plans including project management, roads and storm water, water and sanitation, electrical services and other duties in accordance with local government legislation and treasury regulations; perform duties and functions delegated to the senior manager Technical Services by the Accounting Officer/ Municipal Manager; manage departmental budget, human resources and efficient provision of municipal services; establish operate and maintain support structures, processes and systems; direct and control key deliverables and outcomes for the department; liaise with internal and external stakeholders, facilitate participation and involvement. Ensure legislative regulatory policy and operating standard compliance.

Key Performance Areas: Overall management of Technical Services Department: Implement the Integrated Development Plan (IDP) as well as strategic goals for the Technical Services Department, provide support and advice to the municipal manager and council on matters delegated to the department. Implement the Service Delivery and Budget Implementation Plan (SDBIP): develop and implement key strategic/business plans including project management, roads and storm water, water and sanitation, electrical services and other duties in accordance with local government legislation and treasury regulations; perform duties and functions delegated to the senior manager Technical Services by the Accounting Officer/ Municipal Manager; manage departmental budget, human resources and efficient provision of municipal services; establish operate and maintain support structures, processes and systems; direct and control key deliverables and outcomes for the department; liaise with internal and external stakeholders, facilitate participation and involvement. Ensure legislative regulatory policy and operating standard compliance.

COMMUNITY SERVICES

DIRECTOR: COMMUNITY SERVICES

Directorate: Office of the Municipal Manager
Type: Permanent post

Remuneration: Total remuneration package will be in terms of Government Notice No. 2760 dated 18 November 2022 (Minimum: R859,002, Midpoint: R965, 171, Maximum: R1, 005, 932) per annum plus 4% remote allowance

The successful incumbent will be on a permanent basis and will be required to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. Will also be required to undergo a competency assessment, screening and security vetting. He/she will be stationed at Blouberg Local Municipality's head office in Senwabarwana.

Requirements: Bachelor Degree in Social Sciences/Public Administration/ Law, or equivalent, and Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) as well as Registration with the South Africa Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body will serve as an added advantage. The incumbent must have minimum of 5 years work-related experience at middle management level; have proven successful institutional transformation within public or private sector. A valid motor vehicle driver's license.

Competencies as per the Government gazette No:37245 of 17 January 2014: Strategic direction and leadership; people management; program and project management; financial management; change management; Governance leadership, moral competence; planning and organizing; analysis and innovation; knowledge and information management; communication; results and quality focus.

Knowledge: Good knowledge and understanding of relevant policies and legislations; Good knowledge and understanding of institutional Governance systems and performance management; understanding of council operations and delegation of powers as well as Health service management; cemetery management; Public safety and parks and recreation management, strategic leadership and management; Strategic financial management; Operational financial management; Extensive knowledge of local government legislation and a thorough understanding of local government systems.

Key Performance Areas: Overall management of community services department; implement the Integrated Development Plan (IDP) as well as strategic goals for the community services department, provide support and advice to the municipal manager and council on matters delegated to the department; implement the service delivery implementation plan (SDBIP); develop and implement key strategic/business plan including waste disposal and management plan, Human resources and other resources in accordance with local government legislation and treasury regulations; Manage efficient provision on municipal services; establish ,operate and maintain support structures, processes and systems; direct and control key deliverables and outcomes for the department; Liaise with internal and external stakeholders; facilitate participation and involvement ;Ensure legislative ,regulatory ,policy and operating standard compliance.

1X Environmental Officer

Post level: T11
Basic salary: R 323 706.88

Qualifications and Requirements: A National Diploma in Environmental Health/Environmental Science and 2-3 years relevant experience.

KPA's: Visiting specific premises and observing and recording outcomes of the production, distribution and consumption areas and the storage, handling and processing sequence. Assessing and analyzing the adequacy of structural design to accommodate specific business operations with

due consideration given to ventilation, lighting, emission and waste extraction systems. Attending to complaints related to health and safety nuisances (overgrown vegetation, illegal dumping, etc.)

4X Traffic Officers (Tolwe)

Post Level T9
Basic Salary: R 249 510.79

Qualifications: Diploma in National Traffic Management, Valid driver's licenses plus 2-year relevant experience. No criminal record

KPA's: General enforcement of traffic laws as well as municipal by-laws

1X Superintendent Traffic (Tolwe)

Post level T13
Basic Salary: R408 872.73

Qualifications and Requirement: Traffic Officers Diploma, Code C1 Drivers License, Computer Literacy, 2-3 Years relevant experience.

KPA's: in-depth application of the procedures, laws and by-laws applicable to the functionality. Co-ordinates and monitors sequences associated with the implementation of statutory Traffic Laws and By-Laws related to Public Safety. Participating and directing investigation sequences encompassing visiting locations and communicating with offenders, executing arrests and/ or removing evidence to support prosecution. Attending to the documentation and notification procedures, executing warrants of arrests.

1X Contravention Officer

Post level: T10
Basic salary: R 284 608.14

Qualifications and Requirements: National Diploma in Law enforcement/Security Management/ Policing and any other related qualifications, Computer Literacy, Valid Driver's License and 2 years' relevant experience.

KPA's: Inspection of hawkers by checking the relevant permits. Attend to all municipal by-law complaints. Issuing of notice for all by-law contraventions. Execution of summons in relation to contravention of municipal by-laws. Attend to all land invasion complaints. Provide evidence during criminal, civil and internal proceedings.

CORPORATE SERVICES

DIRECTOR CORPORATE SERVICES

Directorate: Office of the Municipal Manager
Type: Permanent post

Remuneration: Total remuneration package will be in terms of Government Notice No. 2760 dated 18 November 2022 (Minimum: R859,002, Midpoint: R965, 171, Maximum: R1, 005, 932) per annum plus 4% remote allowance

The successful incumbent will be on a permanent basis and will be required to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. Will also be required to undergo a competency assessment, screening and security vetting. He/she will be stationed at Blouberg Local Municipality's head office in Senwabarwana.

Requirements: Bachelor's Degree in Social Sciences/Public Administration/Law, or Equivalent, and Certificate in Municipal Financial Management (SAQA Qualification ID No.48965) as well as Registration with the South African Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body will serve as an added advantage. The incumbent must have a minimum of 5 years work related experience at middle management level, have proven successful institutional transformation within public or private sector. A valid motor vehicle driver's license. Competencies: as per the Government gazette No:37245 of 17 January 2014. Strategic direction and leadership; people management; change management; Governance Leadership, moral competence; planning and organizing; analysis and innovations; knowledge and information management communication; results and quality focus.

Knowledge: Good knowledge and understanding of relevant policy and legislation; Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of Corporate support services; including- Human capital management, legal services; Facilities management, information communication technology; and council support; Good knowledge of supply chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Good governance, Labour Relations Act, and other labour-related prescripts; Legal backgrounds and human capital management; and knowledge of coordination and oversight of all specialized support functions.

Key Performance Areas: overall management of Corporate Services Department; implement the Integrated Development Plan (IDP) as well as strategic goals for the Corporate Services Department provide support and advice to the municipal manager and council on matters delegated to the department; implement the Service Delivery and Budget Implementation Plan (SDBIP); develop and implement key strategic/business plan including IT management plan, Human resources and other resources in accordance with local government legislation and treasury regulations; Manage efficient provision of municipal services; establish, operate and maintain support structures, processes and systems; direct and control key deliverables and outcomes for the department; Liaise with internal and external stakeholders; facilitate participation and involvement. Ensure legislative, regulatory, policy and operating standard compliance.

1X Manager: Human Resources Manager

Post level: T17
Basic salary: R 643 737.92

Minimum Qualifications and Requirements: Relevant qualification in Human Resource Management/Human Resource Development/Labour Relations (NQF level 6-7), Plus 5 Years' experience in Human Resources Management. Registration with a relevant professional body

KPA's: Overall management of the Human Resource and Legal Services Division comprised of the HRM and provisioning, HRD, EE, COIDA, Employee Wellness, Payroll, OPS, PMS, Organizational Design & Labour Relations sections. Implementation and alignment of policies, procedures, systems and controls guiding critical human resources interventions. Evaluating current human resource practices and policies against market trends and statutory legislation. Mapping out current and future Human Resources requirements taking into consideration operational needs, skill scarcity and retention capability as influential factors.

Key competencies: Sound knowledge of Human Resource Procedures and Policies. Fully conversant with all Labour Legislation and Local Government Bargaining Council Collective Agreements. Good planning and organizing skills. Attention to detail. Good Human Resource system skills. Report writing and presentation skills. Good negotiating skills.

1X Transport Officer

Post level T10
Basic salary: R 284 608.14

Qualification: National Diploma in Transportation, Fleet Management, Code C1 Driver's License, Computer Literacy, 1-2 Years relevant experience in transport/fleet management

KPA's: Fleet monitoring and controls. Monitoring licensing and registration of all municipal vehicles. Facilitate vehicle registrations and update records and registers. Allocate trips to drivers/messengers and monitor that the relevant trip authorization are granted. Disposing of municipal vehicles in accordance with the Fleet management policy. Preparing monthly reports.

5 X Cleaners

Post level T5
Basic salary: R143 851.43

Qualifications & Requirements: Grade 7 or Abet level 3.

Experience: 1 year relevant experience

KPA's: Performs labouring tasks/ activities associated with cleaning of municipal offices and other elementary functions, under the supervision and instruction of the Supervisor

5 X General Workers

Post level T5
Basic salary: R143 851.43

Qualifications & Requirements: Grade 7 or Abet level 3.

Experience: 1 year relevant experience

KPA's: Performs labouring tasks/ activities associated with providing support with general building maintenance, including masonry, carpentry and painting functions, under the supervision and instruction of the Supervisor.

1 X Mayoral Driver

Fixed contract linked to term of office of the current mayor
Post level T7
Basic salary: R190 156.88

Qualifications: Grade 12 Plus Valid code C1 Drivers License, Public drivers permit, 1-3 years driving experience, No criminal record.

KPA's: Transport the Mayor to functions and meetings with Mayor's vehicles to ensure that Mayor reaches the venues for meetings and related activities on time and in a safer manner.

1X Records Clerk

Post level T7
Basic salary: R190 156.88

Qualification: National Certificate in Human Resource Management/ Records Management/Public Management or related Tertiary qualification, Plus 1 year relevant experience.

KPA's: Perform Record management duties, Filing of documents, capturing of records and applications, receiving and capturing of data, drafting of letters and memos.

ECONOMIC DEVELOPMENT AND PLANNING

DIRECTOR ED & PLANNING

Directorate: Office of the Municipal Manager
Type: Permanent post

Remuneration: Total remuneration package will be in terms of Government Notice No. 2760 dated 18 November 2022 (Minimum: R859,002, Midpoint: R965, 171, Maximum: R1, 005, 932) per annum plus 4% remote allowance

The successful incumbent will be on a permanent basis and will be required to sign an employment contract, a performance agreement and complete the disclosure of financial interest form. Will also be required to undergo a competency assessment, screening and security vetting. He/she will be stationed at Blouberg Local Municipality's head office in Senwabarwana.

Requirements: Bachelor of Science Degree in Building Science/ Architect/ Bachelor Degree in Town Planning and Regional Planning/ Development Studies; or equivalent. Project management certificate of diploma or registration as a Professional Planner in accordance with the Planning Professions Act, 2002 (Act No 36 of 2002) will be an added advantage. The incumbent must have minimum of five years' relevant experience at senior or middle management level and have proven successful Professional Development/ Town and Regional Planning experience. Proven successful institutional transformation within public service. The incumbent must be computer literate and have a valid drivers' license and own roadworthy vehicle. Certificate in Municipal finance management programme.

Competencies: the incumbent must have the following core competencies as per government gazette No:37245 of 17 January 2014: Strategic direction and leadership, people management, program and project management, finance management, change information management, communication, results and quality focus.

Knowledge: Good knowledge and understanding of relevant policy and legislation; Good understanding of institutional governance system and performance management; Good knowledge of understanding supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); knowledge of geographical information systems; and knowledge of spatial, town and development planning. Good understanding of council operations and delegation of power, local economic development, building regulations, Spolma, audit and risk management.

Key performance Area: Provision of strategic direction and operational plans for the Municipality. Develop policies aimed at improving the social economic conditions of communities. Advise the Municipal Manager on national and regional trends affecting the Municipality. Ensure that a Local Economic Development Strategy and a Tourism Strategy that are linked to the IDP of the Municipality is developed and implemented. Ensure that a Spatial Development Framework (SDF) and Land Use Management System (LUMS) are developed and linked to the IDP of the Municipality

1 X Town Planner

Post level T12
Basic salary: R 362 997.28

Qualifications & Requirements: National Diploma in Town & Regional Planning, Registration with a relevant professional body, Code C1 Driving License and 2 Years relevant experience

KPA's: Processing land use applications and site plans for compliance with Municipal Regulations and Statutory Compliance. Preparing/ approving proposals encompassing drawings, designs surveys and cost estimates, and using computer drafting programs to capture information. Providing advice to developers, engineers, surveyors and consultants for use in project design or improvements. Coordinating the research of ownership on vacant land. Preparing Planning reports including recommendations and supporting data for approval and submission to the Manager: Infrastructure (Building, Housing and Environment). Providing information to property owners, real estate developers and other related parties pertaining to land use applications, ordinances, regulations and related planning issues.

1X IDP Officer

Post level T11
Basic Salary: R 323 706.88

Qualifications and Requirement: National Diploma in Public Administration/Public Management/ Local Governance, Valid code B Driver's License and 2 years' relevant experience.

KPA's: Interpreting the Municipality's service delivery objectives and requirements stipulated directing the planning, drafting, adopting and review phases. Interpreting with the local community structures and setting up consultative processes to foster understanding of local level development needs and priorities and, clarify the organization's role and process. Examining the applicability of the Local planning process to the agreed framework for Integrated Development Planning in the area. Assessing and identifying sources of funding to support programme/ project roll out.

FINANCE

1X Stores Officer

Post level: T11
Basic salary: R 323 706.88

Qualifications and Requirements: National Diploma in Accounting/ Assets, Stores and Inventory Certificate, Computer Literacy, Code C1 drivers license

KPA's: Coordinates tasks/ activities associated with the movement of materials/ items to/ from the store. Monitoring inbound physical items/ products and confirming/ acknowledging details recorded on transactional documentation correspond with receipts. Participating in stock taking processes in conjunction with the Financial Audit Team, making available information, schedules and/ or identifying stock positions, products and items for counting and verification.

MUNICIPAL MANAGER'S OFFICE

1 X Chief Risk Officer

Post level T16
Basic Salary: R 580 426.83

Qualifications and Requirements: Relevant qualification (NQF Level 6-7) in Auditing/Risk Management/Accounting/Business Management, MFMP Certificate, Registration with a professional body, Computer literacy, Code C1 Driver's license, 5 years relevant experience.

KPA's: Manage the key performance areas and result indicators associated with the Risk Management functionality by implementing risk management policies and procedures. Verifying that Council Assets are secured, insured and reconciled with fixed assets register against insurance reports in order to minimize associated risks.

1 X Risk Officer

Post level T10
Basic Salary: R 284 608.14

Qualifications and Requirement: National Diploma in Auditing/Risk Management/Accounting/Business Management, MFMP Certificate will be an added advantage, Computer literacy, Code C1 Driver's license, 1-2 years relevant experience.

KPA's: Maintaining and implementing risk management processes through the risk management policy, framework, policy statements, risk plan and risk policy which includes credit risk, operational risk, treasury risk, financial risk. Facilitating risk identification and assessments to develop and ensure the implementation of risk management processes through identifying best practice technology, receiving updates and advice from experts/ professionals and overcoming security problems.

1 X PMS Officer (Individual Performance)

Post level T11
Basic Salary: R 323 706.88

Qualifications and Requirement: National Diploma in Human Resource Management/ Public Management/Local Governance, 2 years relevant experience, Code C1 drivers license

KPA's: Facilitating the development of individual scorecards, incorporating identified areas of improvement in scorecards, coordinating monthly, quarterly and annual performance reports, and evaluating and benchmarking outputs and providing feedback.

NB: Blouberg Municipality is an equal opportunity and affirmative action employer Committed to the implementation of Employment Equity Act and other Labour Laws.

Closing Date: 26 April 2023

Email or Faxed applications will not be considered.

NB: All applicants should list names, occupants and contact details of at least three non-relative individuals who may attest to their abilities. Shortlisted applicants may be screened for criminal records, qualification verification and for any pending criminal cases.

Council reserves the right not to make any appointment and transfer employees between its head office at Senwabarwana and Satellite Offices (currently at Alkays, Eldorado, Tolwe, Rawashi, Langlaage and Senwabarwana) from time to time due to operational reasons.

For all Director positions, applications must be accompanied by the municipality's official Application form obtainable from Blouberg Municipality website and at the municipal reception

For all other positions except Directors, interested persons must forward their application letters accompanied by a detailed CV to The Human Resource Manager, please note that certified copies and I.D of qualifications will be required from the shortlisted candidates only Blouberg Municipality P.O Box 1593 Senwabarwana 0790; Enquiries: Ms. Matome Malele on 015 505 7100.

Should you not hear from us within six weeks of the closing date kindly accept that your application has been unsuccessful.

RAMOTHWALA R.J
MUNICIPAL MANAGER