

**Prince Albert** municipal area, covering an area of 8 153 km<sup>2</sup>, incorporates the towns and surrounding farm areas of Klaarstroom, Prince Albert, Prince Albert Road and Leeu Gamka and requires a suitably qualified and experienced person to lead the Corporate and Community Services Department of the Municipality as Director: Corporate and Community Services. The successful applicant will be committed to the achievement of Prince Albert's mission statement and strategic objectives.



**NOTICE 166/2024**  
**DIRECTOR: CORPORATE AND COMMUNITY SERVICES**  
**WC052-1.3**

**Remuneration:** R 880 228,00 – R 1 075 833,00 pa + Rural Allowance of 4% of the Total Annual Remuneration Package

All-inclusive package of a Category 1 Municipality as prescribed in the Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers directly accountable to Municipal Managers – published in Government Gazette no 50737 30th May 2024.

The successful candidate will effectively manage the corporate and community services of the municipality inter alia, Administrative support services; Office cleanliness; Security services; Records management, archives and workflow; Legal services; Property management; Town Planning & Building Control; Human Resource Management/ Development; Performance Management , Traffic Services, Cemetery Management, Public Safety and Parks and Recreation Management, Facilities, Fire and Disaster Management in order to ensure that the directorate is productive, effective and efficient and that strategic goals and plans are set and achieved within the area of responsibility.

**In order to meet the needs of the Prince Albert Municipality, the successful applicant will conform to the following requirements:**

**REQUIREMENTS**

- Bachelor's Degree in Social Sciences / Public Administration / Law / other relevant equivalent qualification, registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits;
- Minimum of 5 (five) years relevant experience at middle management level (at least reported to a senior manager);
- Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, Government Gazette No. 37245, dated 17 January 2014;
- Sound knowledge of and exposure to local government operations and municipal financial management.
- Solid knowledge and understanding of the relevant policies and legislation and a good understanding of institutional governance systems and performance management.
- In-depth knowledge of local government legislation and the statutory requirements pertaining to the post.
- A high degree of aptitude for strategic/operational planning and management, decision-making, leadership, innovation and motivation.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000.
- Excellent management and computer skills.
- Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape.
- Adherence to Schedule 2 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, Government Gazette No. 37245, dated 17 January 2014;
- A valid Code B driver's license.

**COMPETENCIES**

The following competencies, as described in Government Notice No 21, Government Gazette No 37245 of 2014, are essential:

<p><i>Leadership: Strategic direction and Leadership</i></p> <ul style="list-style-type: none"> <li>• People Management</li> <li>• Programme and Project Management</li> <li>• Financial Management</li> <li>• Change Leadership</li> <li>• Governance Leadership</li> </ul>	<p><i>Core Competencies: Moral Competence</i></p> <ul style="list-style-type: none"> <li>• Planning and Organizing</li> <li>• Analysis and Innovation</li> <li>• Knowledge and Information Management</li> <li>• Communication</li> <li>• Results and quality focus.</li> </ul>
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## KNOWLEDGE

- Develop, implement and manage strategic goals, policies and procedures in alignment to the municipality's strategic- and IDP objectives;
- Good knowledge and understanding of institutional governance systems;
- Proven successful management experience in administration;
- Good knowledge of Corporate Support Services, including Human Capital, Legal Services, Council Committee Support Services, Registry and Office Auxiliary Services, Communications and Customer Relations management, Enterprise Risk Management, Performance Management; Cemetery Management, Public Safety and Parks and Recreation Management.
- 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 background and human capital Management;
- Knowledge of coordination and oversight of all specialized support functions;
- Knowledge of local government environment, excellent communication and negotiating skills at all levels of local government;
- Good skills in conflict resolution, problem solving and ability to be decisive.

## KEY PERFORMANCE AREAS

- Develop, implement and manage strategic goals, policies and procedures in alignment to the municipality's strategic- and IDP objectives;
- Effectively and efficiently manage corporate and community services as outlined above through the establishment, implementation and maintenance of a corporate and community services management strategy;
- Liaise and interact with individuals, role-players and agencies at senior level in all three spheres of government;
- Assist and support the Accounting Officer with the roles and responsibilities delegated to the Director Corporate and Community Services;
- Safeguarding of all corporate and community services assets, discharging the Municipality's liabilities as well as proper and diligent compliance with the Municipal Financial Management Act and other legal and best practise- prescripts

### **Please note:**

1. This a permanent appointment (in terms of the Local Government: Municipal Systems Amendment Act, 2022 (Act 3 of 2022), published under Government Gazette No. 46740, dated 17 August 2022, including the signing of an employment contract and performance agreement in terms of section 57 of the Municipal Systems Act, 2000 (Act 32 of 2000), and declaration of financial interest.
2. Appointment will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality.
3. The post is a permanent position.
4. It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.
5. All applications must be submitted with a **detailed CV, certified copies of highest qualification, ID document and driver's license**, the names of three references from current and previous employers (**including their e-mail addresses**) and a **fully completed official application form (Annexure C)**, as available from the municipal website or the Human Resources Department, to be couriered to **Prince Albert Municipality, 33 Church Street, Prince Albert, 6930**. Administrative enquiries may be directed to Abridon Sass at tel no: 023 541 1036.
6. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
7. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, up to date and correct.

**Closing Date:** Friday 20 December 2024 at 12:00

Short listed applicants will be informed of the outcome of the selection process on completion thereof. The Council reserves the right not to make an appointment. Applicants that are not contacted within 90 days from date of closing should consider their application to have been unsuccessful.

**NOËL VAN STADE**  
**ACTING MUNICIPAL MANAGER**  
**DATE: 22 NOVEMBER 2024**