



## PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53  
PRINCE ALBERT, 6930

### NOTICE NO. 90/2024

**DIRECTORATE: CORPORATE AND COMMUNITY SERVICES**

**VACANCY: SENIOR MANAGER: CORPORATE AND COMMUNITY SERVICES**

**WC05.2 – 1.3.2**

### EXTERNAL VACANCY

*Written application on the prescribed application form is hereby awaited from suitably qualified and experienced candidates for appointment as a:*

### **SENIOR MANAGER: CORPORATE AND COMMUNITY SERVICES**

#### **JOB PURPOSE:**

Manages the implementation, monitoring, evaluation and reporting sequences of predetermined outcomes associated with activities, programmes and projects designed to accomplish overarching strategic organisational and service delivery objectives with respect to Corporate Administration Support Services, Policy and Strategy Development; Integrated Development Planning; Performance Management; Local Economic Development; Rural Development; Library Services, Protection and Community Safety Services, Facilities Management; Cemeteries; Sport Infrastructure Development; Parks and Recreation; Human Settlement; Land-Use Management; Property Management and Administration; Building Control and Building Maintenance, through effective planning, financial management, co-ordination and execution of complex operations in line with departmental and statutory guidelines in order to establish a culture of administrative efficiency, accountability and good governance. Full range of administrative knowledge in the management of a function, knowledge of Archive Act.

#### **MINIMUM REQUIREMENTS**

- Matric / Grade 12 certificate and a relevant 3-year tertiary qualification, preferably a national diploma or degree in Human Resources Management / Public Administration or related field
- 8 years or more relevant experience of which 2 years must be at Supervisory level
- Have proven successful management experience in Municipal administration
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of corporate support services, including Human resources management, Land Use and Town Planning, LED, Rural development, Traffic Services, Council Support, Disaster 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.
- Proficient in at least two of the three official languages in the Western Cape
- Valid Code driver's license
- Computer literate: MS Office
- Must be willing to work outside normal working hours when required and meet deadlines
- Must be able to work in highly stressful situations
- Ability to interact at both strategic and operational level

**COMPETENCIES REQUIRED: ADMINISTRATIVE COMPETENCIES LEVEL 4 ON PAGE 52 OF 770 OF THE MUNICIPAL STAFF REGULATIONS**

• **CORE PROFESSIONAL COMPETENCIES**

Written communication, Oral communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising

• **FUNCTIONAL COMPETENCIES**

Business Processes, Use of Technology, Data Processing and Analysis

• **PUBLIC SERVICES ORIENTATION COMPETENCIES**

Interpersonal Relationships, Communications, Services Delivery Orientation, Client Orientation and Customer Focus

• **PERSONAL COMPETENCIES**

Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning orientation

• **MANAGEMENT / LEADERSHIP COMPETENCIES**

Impact and influence, Team Orientation, Direction Setting, Coaching and Mentoring

**KEY PERFORMANCE AREAS**

- Strategically direct and manage activities related to Human Resources, Council support, and Administration Direct development of the Human Resources Strategy / Plan in order to meet strategic objectives of the Municipality
- Develop and manage the budget of the department and manage efficient provision of Municipal services;
- Develop and manage implementation of the policies
- Monitor the implementation of the Work Place Skills, Human Resources Plan and Employment Equity Plan.
- Ensure compliance with relevant labour legislation.
- Ensure efficient records management in terms of the National Archives and Records Management Act No. 43 of 1996 and other relevant legislation.
- Update statutes and Council By-laws;
- Develop and implement key strategic/business plans including Security Management, Human Resources Management, Labour Relations, Council Support and Administration and other resources in accordance with local government legislation and treasury regulations;
- 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 stakeholder participation and involvement; and
- Ensure legislative, regulatory, policy and operating standard compliance

**SALARY : R 699 469,56 PER ANNUM (ALL-INCLUSIVE REMUNERATION PACKAGE WITH NO BENEFITS)  
T17 OF A CATEGORY 1 MUNICIPALITY**

**STATUS OF POSITION : ONE YEAR FIXED-TERM CONTRACT**

**CLOSING DATE : FRIDAY 19 JULY 2024 AT 15:00**

Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, driver's license and courses must be **delivered to: Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel. 023 541 1036 before or on **FRIDAY 19 JULY 2024 at 15:00**.

**NO ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

Queries can be directed to Mr. Abridon Sass at 023 541 1036 or [abridon@pamun.gov.za](mailto:abridon@pamun.gov.za).

Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.

**Disqualification:**

Please note that the following will lead to disqualification:

- 1) Non-submission of copies of academic qualifications/records.
- 2) Canvassing of Councillors.
- 3) Submission of fraudulent qualifications and/ or documents.

<p><b>PRINS ALBERT MUNISIPALITEIT</b> Private Bag X53, <b>PRINS ALBERT</b> 6930 e-pos: <a href="mailto:jobapplications@pamun.gov.za">jobapplications@pamun.gov.za</a> Tel. (023) 5411320 Faks. (023) 5411321</p>	 The logo for Prince Albert Municipality features the words "Prince Albert" in a cursive font above a stylized mountain range with a blue river flowing through it. Below the mountains, the word "MUNICIPALITY" is written in a simple, sans-serif font. The entire logo is enclosed in a light blue oval border.	<hr/> <p><b>ALDRICK HENDRICKS</b> <b>MUNICIPAL MANAGER</b> <b>21 JUNE 2024</b></p>
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