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NOTICE NO. 28 OF 2023

EXTERNAL STAFF VACANCY

Applications are invited from suitably qualified persons for the below-mentioned posts. King Sabata Dalindyebo Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability, and as such the relevant policy will be considered during selection and placement.

DEPARTMENT	:	COMMUNITY SERVICES
POST	:	GENERAL MANAGER: ENVIRONMENTAL MANAGEMENT AND AMENITIES
GRADE	:	T.A.S.K. GRADE 17
EMPLOYMENT CONTRACT	:	PERMANENT
SALARY SCALE	:	R709,233.00 – 920,638.00 PER ANNUM (PLUS BENEFITS)

MINIMUM REQUIREMENTS

- Matric
- Bachelor's degree in Environmental Science or any equivalent related qualification at NQF Level 7
- At least 5 years work-related experience of which three (03) years must be at managerial level
- Computer Literacy with office applications
- Valid Driver's license

KEY PERFORMANCE AREAS (but not limited to)

- Monitors the management and control of parks and cemeteries;
- Develop methodologies and approaches to guide environmental planning and design investigation and research processes;
- Oversee the environmental management projects;

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- Develops and directs the planning and implementation of sport and recreation programmes and projects;
- Oversee the management of public amenities, coastal management, biodiversity air pollution and beaches & amusement; and
- Planning and managing the provision of an effective library information services.

DEPARTMENT : **OFFICE OF THE MUNICIPAL MANAGER**

POST : **MANAGER: IGR**

GRADE : **T.A.S.K. GRADE 16**

EMPLOYMENT CONTRACT : **PERMANENT**

SALARY SCALE : **R586,664.00 – 761,539.00 PER ANNUM
(PLUS BENEFITS)**

MINIMUM REQUIREMENTS

- Matric
- Degree in Public Administration at NQF Level 7;
- At least five/5 years' work-related experience of which 3 years must be managerial or supervisory level.
- Computer Literacy with office applications
- Valid driver's licence

KEY PERFORMANCE AREAS (but not limited to)

- Manage, identifies and defines the immediate, short and long-term objectives and strategic plans associated with the provision and support services of the section;
- Prepare capital and operating estimates and controls expenditure against the approved Inter-Governmental Relations, International Relations and Municipal Support Services budget allocations;
- Manages the implementation and Development of Inter-Governmental Relations, International Relations and Municipal Support Services procedures, systems and controls;
- Manages the administrative and reporting requirements of the Section of Inter-Governmental Relations, International Relations and Municipal Support Services;
- Manage and report on the political, legal and socio-economic situation in the Eastern Cape;
- Manage the alignment of the IGR programmes within Government and other structures;
- Facilitate, mainstream and promote intergovernmental relations (IGR) programmes and projects;
- Manage Inter-governmental Relations Meetings and Engagements;
- Manage all Municipal Relationships with other Spheres of Government;
- Manage the Presidential Hotline

DEPARTMENT	:	TECHNICAL SERVICES
POST	:	MANAGER: ELECTRICAL OPERATIONS AND MAINTENANCE
GRADE	:	T.A.S.K. GRADE 16
EMPLOYMENT CONTRACT	:	PERMANENT
SALARY SCALE	:	R586,664.00 – 761,539.00 PER ANNUM (PLUS BENEFITS)

MINIMUM REQUIREMENTS

- Matric
- Bachelor's degree in Electrical Engineering at NQF Level 7;
- At least five/5 years' work-related experience of which 3 years must be managerial or supervisor level.
- Government Certificate of Competency as an Electrical Engineer will be an added advantage.
- Valid Professional Registration to ECSA.
- Computer Literacy with office applications
- Valid driver's licence.

KEY PERFORMANCE AREAS (but not limited to)

- Develop and review a long-term grid and non-grid electrification strategy and plans that are aligned to the national electrification programme.
- Manage the processes of coordinating all Municipality's electrification initiatives.
- Manage timeously delivery of electrical engineering plans within the scope and budget.
- Implement the incident protocol to manage interruptions of a major scale.
- Coordinate with Eskom for the supply and delivery of electricity to the communities within the Municipality's jurisdiction.
- Manage the key performance areas associated with the provision of quality and efficient maintenance service of the Electrical infrastructure of the Municipality
- Manage timeous response on electrical complaints and interruptions and resolve all.
- Review the final electrical engineering file and prepare review notes to resolve electrical matters that were not completely addressed by the teams.

- Manage the dissemination of technical/ operational information on outcomes, current developments, problems and constraints in the Section.
- Conduct quality assurance reviews across teams to ensure quality work.
- Manage compliance to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).

RE-ADVERTISEMENT

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
 POST : MANAGER: LEGAL SERVICES
 GRADE : T.A.S.K. GRADE 16
 EMPLOYMENT CONTRACT: FIVE (5) YEAR FIXED EMPLOYMENT CONTRACT

TOTAL REMUNERATION PACKAGE: MINIMUM : R1,013,891.00 PER ANNUM
 MIDPOINT: R1,107,193.00 PER ANNUM
 MAXIMUM: R1,232,817.00 PER ANNUM

REQUIREMENTS

- Matric
- Bachelor of Laws /LLB.
- At least 5 years' work-related experience practical legal experience, particularly in the High Courts;
- Four (4) years must be at post admission experience.
- At least 3 years at managerial experience in Local Government.
- Admission as an Attorney or Advocate.
- Computer Literacy with office applications
- Valid driver's licence

KEY PERFORMANCE AREAS (but not limited to)

- Manages the broad Legal Services strategy and defines, implements and monitors short-term plans and objectives
- Manages the implementation and Development of specific Legal Services procedures, systems and controls
- Manage the provisioning of legal services in respect of governance and corporate affairs
- Provide comprehensive legal services to the institution relating to litigations, contract management, legal compliance and development of procedures and by-laws.
- Preparing capital and operating estimates and controls expenditure against the approved Legal Services budget allocations
- Handle and manage all litigation by or against the Municipality so that the Council's legal interest are promoted and or protected; and

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- Provide legal services regarding property administration, alienation, sales, leases, servitudes, deeds of sale, debt collections and issuing of summons.
- Manages the flow of legal communication/advice/opinion from/to the Municipality, media and broader communities and Stakeholders
- Managing the Key Performance Indicator's and outcomes of personnel within legal services.

RE-ADVERTISEMENT

DEPARTMENT	:	BUDGET AND TREASURY OFFICE
POST	:	MANAGER: PLANT AND FLEET SERVICES
GRADE	:	T.A.S.K. GRADE 14
EMPLOYMENT CONTRACT:		PERMANENT
SALARY SCALE	:	R451,960.00 – 586,664.00 PER ANNUM (PLUS BENEFITS)

MINIMUM REQUIREMENTS

- Matric,
- BComm Degree: Transport Economics or B.Comm Degree: Logistics Management majoring in Transport Economics or relevant qualification majoring in Transport/Fleet Management at NQF level 7,
- At least 5 years work-related experience in fleet management of which three (3) year must be at supervisory or management level.
- Computer Literacy with office applications
- Valid Driver's licence

KEY PERFORMANCE AREAS (but not limited to)

- Manage the fleet and plant assets and the strategic planning of the section.
- Optimize the service delivery value chain through strategic operational planning and alignment of functional framework.
- Minimize vehicle investment risks, reduce transportation and operational costs, improve transport efficiency and increase productivity to meet the service delivery demands of the Municipality.
- Manage the fleet performance management system, human resources supervision and administrative requirements.
- Manage and analyse operations with the aim of improving processes and ultimately increasing the overall efficiency of the fleet and plant.
- Manage the acquisition plan, purchasing and disposal of fleet and plant.

- Develops and implement maintenance and servicing program of Municipal Fleet.
- Manage the inspection and repairs of Municipal fleet
- Monitors warranties, licenses, registrations, leases and contracts for all vehicles.
- Keeping abreast of technological developments to improve fleet systems, specialised tracking system and fuel management.
- Develop and review fleet management policies and procedures/guidelines.
- Manage the investigation of all accidents and damages to Municipal Vehicles.
- Prepares and monitor fleet management budget allocations.
- Maintaining records, registers and service level agreements pertaining to the activities and operations in respect of inventory, inspections and incidents and/ or instituting corrective measures to address deviations from standard practices;

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER
POST	:	ASSISTANT MANAGER: INSTITUTIONAL PERFORMANCE MANAGEMENT
GRADE	:	T.A.S.K. GRADE 13
EMPLOYMENT CONTRACT:		PERMANENT
SALARY SCALE	:	R401, 412.00 – R411, 046.00 PER ANNUM (PLUS BENEFITS)

MINIMUM REQUIREMENTS:

- Matric
- Secretarial Diploma/Bachelor's degree in Public Administration or relevant qualification in Public Administration at NQF level 7;
- At least 4 years work-related experience in performance management.
- Experience in Local Government will be an added advantage.
- Proof of Computer Literacy with MS Office applications (MS Excel, MS Word, MS Power Point, Outlook, etc.)
- Valid Driver's License.

KEY RESPONSIBILITIES AREAS (Include but not limited to):

- Monitor and coordinate reviews and implementation of organizational performance management, service delivery and budget implementation plans, compliance, change management institutional transformation, policy development of the Municipality;
- Coordinate Performance Management Systems, policies and procedures to enable the Municipal employees and teams understanding of the goals of the organization and to identify how individual and team outputs contribute to the achievement of the Municipality's business objectives; specifically, through managing the performance cycle to ensure cascading of business goals and KPA's across the entity;
- Coordinate periodic performance review of senior managers as legislated linked with the institutional performance targets.
- Coordinate preparation and review of the Performance Management Framework;

- Responsible for the annual preparation of service delivery and budget implementation plan as per legislative requirements;
- Coordinate targeted communication and capacity building programmes in the performance management process.
- Coordinate organization-wide efforts to ensure that performance management and performance improvement programs are developed and managed;
- Monitor and coordinate the administrative and reporting requirements of the functionality as required by legislation;

DEPARTMENT	:	CORPORATE SERVICES
POST	:	EMPLOYEE ASSISTANCE PROGRAM OFFICER
GRADE	:	T.A.S.K. GRADE 11
EMPLOYMENT CONTRACT	:	PERMANENT
SALARY SCALE	:	R302,000.00 – R392,026.00 PER ANNUM PLUS BENEFITS

MINMUM REQUIREMENTS

- Matric
- A Bachelor of Arts in Psychology, a Degree in Industrial Psychology or any equivalent related qualification majoring with Psychology or Social Work at NQF 7.
- At least 3 years work-related experience in employee assistant program.
- Registration with the relevant Professional body, especially (EAPASA), HPCSA,SANC, SASOHN
- Proof of Computer Literacy with MS Office applications
- Valid Driver's License

KEY PERFORMANCE AREAS (but not limited to)

- Coordinate the implementation of Employee Assistance Programs in the Municipality.
- Coordinate the promotion of effective Employee Wellness Programmes
- Design Wellness programmes that advance Employee Assistance to improve individual performance.
- Conduct specific activities associated with implementation of employee assistance programme through initial intake.
- Coordinate wellness educational and training awareness
- Provide support and individual counselling to employees in order to alleviate psychosocial problems, to improve work focus and performance and conduct home visits to employees who need such.

- Performs activities associated with coordination of sport to ensure functional workplace sport.
- Provide non-clinical services and preventative services.
- Coordinate the EAP internal and external stakeholder management and networking.
- Provide professional advice to line management and employees on rehabilitation, substance abuse, absenteeism etc.
- Coordinate HIV and AIDS prevention Program for employees in the KSDM

DEPARTMENT : **RURAL AND ECONOMIC DEVELOPMENT**

POST : **CO-OPORATIVE DEVELOPMENT OFFICER**

GRADE : **T.A.S.K. GRADE 11**

EMPLOYMENT CONTRACT : **PERMANENT**

SALARY SCALE : **R302,000.00 – R392,026.00 PER ANNUM PLUS BENEFITS**

MINIMUM REQUIREMENTS

- Matric
- National Diploma in Economics or Community Development or relevant qualification at NQF Level 6.
- Bachelor's degree in Business Administration or Bachelor of Business Studies or relevant qualification at NQF level 7 will be an added advantage;
- At least 3 years' work-related experience in SMME and/or Co-operative Development.
- Computer literacy with office applications
- Good verbal and written communication skills
- Valid Driver's licence
- Experience and understanding of local government will be added advantage.

KEY PERFORMANCE AREAS (but not limited to)

- Coordinate and encourage dialogue on economic policies and activities of the Municipality between, Private sector, Non-governmental organizations and academia.
- Analyze the economic trends within the municipality, assess the impact of the economic strategies of the municipality.
- Draft, implement and provide inputs in the review of the LED Strategy.
- Identify and investigate collaboration opportunities with SMMEs
- Facilitate access to funding for the implementation of identified projects through the IDP Processes.
- Coordinate the administrative and reporting requirements associated with key performance and results indicators of cooperative development.
- Participate in the establishment of the Forum.

- Establish and maintain the relevant database.

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER
POST NAME	:	PERSONAL ASSISTANT TO CHIEF OPERATIONS OFFICER
TASK GRADE	:	07
EMPLOYMENT CONTRACT	:	LINKED TO THE EMPLOYMENT CONTRACT OF CHIEF OPERATIONS OFFICER
SALARY SCALE	:	R301,168.00 PER ANNUM (Total Cost to Company)

REQUIREMENTS

- Grade 12;
- Secretarial Diploma / Diploma: Office Management and Technology or relevant qualification in Public Administration at NQF Level 5;
- At least 2 years work-related experience
- Proof of Computer Literacy (with all Computer applications)

KEY PERFORMANCE AREAS (but not limited to)

- Performs tasks associated with activities associated with the provision of secretarial and administrative support of Chief Operations Officer,
- Co-ordinates travel and accommodation bookings for the Chief Operations Officer;
- Executes specific instructions and applies laid down procedures with respect to coordinating the Chief Operations Diary and specific events,
- Controls and provide personal support to the Chief Operations Officer;
- Supports the Chief Operations Officer in contributing towards efficient and effective audit processes;
- Supports Administrative and reporting requirements of the office of the Chief Operations Officer.

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DEPARTMENT : **RURAL AND ECONOMIC DEVELOPMENT**

POST NAME : **PERSONAL ASSISTANT TO DIRECTOR: RURAL AND ECONOMIC DEVELOPMENT**

TASK GRADE : **7**

EMPLOYMENT CONTRACT : **LINKED TO THE EMPLOYMENT CONTRACT OF DIRECTOR: RURAL AND ECONOMIC DEVELOPMENT**

SALARY SCAL : **R 301, 168.00 per annum (Total Cost to Company)**

REQUIREMENTS

- Grade 12;
- Secretarial Diploma / Diploma: Office Management and Technology or relevant qualification in Public Administration at NQF Level 5;
- At least 2 years' work-related experience.
- Proof of Computer Literacy (with all Computer applications)

KEY PERFORMANCE AREAS (but not limited to)

- Performs tasks associated with activities associated with the provision of secretarial and administrative support to the Director: Rural and Economic Development.
- Coordinates travel and accommodation bookings for the Director.
- Executes specific instructions and applies laid down procedures with respect to coordinating the Director's diary and specific events.
- Controls and provide personal support to the Director.
- Maintains and access records of discussions, instructions and correspondence.
- Supports the Director in contributing towards efficient and effective audit processes.
- Support the administrative and reporting requirements of the office of the Director.

P.W.N.

Enquiries may be directed the Staff Provisioning Office at 047 501 4102/4008/4100/4110/ 4386 (Munitata Building, Mthatha.

PLEASE NOTE:


1. **ALL APPLICANTS WHO PREVIOUSLY APPLIED IN NOTICE NO. 48 OF 2022 AND NOTICE NO. 02 OF 2023 ARE REQUIRED TO REAPPLY**
2. Preference will be given to suitable qualified person in line with the employment equity act and approved employment equity plan of KSD Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.
3. Applicants should submit their applications together with covering letter, CV'S and certified copies of their qualifications, academic record, [Matric certificate must also be attached] ID-document and Driver's licence [where applicable].
4. Faxed and emailed applications, applications received after the closing date and time, and applications without certified copies of documents will strictly not be considered.
5. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
6. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference check, criminal checks and competency assessment (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
7. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
8. **CLOSING DATE: NOT LATER THAN THURSDAY 15 JUNE 2023, AT 16H00.**

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications must be forwarded to:

Office 312 Archives and Registry, third Floor, Munitata Building or Post to: The Director
Corporate Services, KSD Local Municipality, P. O. Box 45. MTHATHA 5099.

KSD Fraud and Corruption Hotline 0800 360 634



**N. PAKADE
MUNICIPAL MANAGER**

