

**4/3/1**

 NOTICE NO. 61 OF 2023

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| **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 : HUMAN SETTLEMENT**

**POST NAME : MANAGER: FORWARD PLANNING**

**TASK GRADE : 16**

**SALARY SCALE : R 618, 344.00 – R 802, 663.00 PER ANNUM**

# REQUIREMENTS

* Matric;
* Btech: Town and Regional Planning or Bachelor of Science in Urban and Reginal Planning at NQF Level 7;
* At least 5 years’ relevant experience in town planning of which 3 years must be at managerial or supervisory level; and
* Valid driver’s licence

# KEY PERFORMANCE AREAS (but not limited to)

* Managing and supervising the Forward Planning section.
* Manage the implementation and enforcing planning legislations.
* Preparation of Forward Planning Bylaws and Policies for the enhancement of forward planning.
* Plan and coordinate the formulation of the municipal long-term vision, the municipal Spatial Development Framework and other planning frameworks to guide the future plans of the municipality.
* Management and co-ordination of various forward planning projects.
* Facilitate the mobilisation of funding (internal and external) for projects.
* Facilitate all Stakeholder engagement sessions in support to the development vision of King Sabata Dalindyebo Municipality.
* Manage the community participation in future planning initiatives.
* Contribute to institutional cross cutting managerial tasks of: - budgeting, integrated development plan; performance management; risk management, internal audit; human resource management; inter-governmental relations etc.
* Provide effective, dynamic, and creative / innovative leadership to the Municipal Strategic Planning in support of the King Sabata Dalindyebo Development agenda.

**DEPARTMENT : PUBLIC SAFETY**

**POST : CHIEF LAW ENFORCEMENT OFFICER**

**GRADE : T.A.S.K. GRADE 15**

**EMPLOYMENT CONTRACT : PERMANENT**

**SALARY SCALE : R 549, 196.00 – 712, 892.00 PER ANNUM**

 **(PLUS BENEFITS)**

**MINIMUM REQUIREMENTS**

* Grade 12
* Bachelor’s Degree in Law or Bachelors degree in police Science or Advanced Diploma in Road Traffic Management and Municipal Policing or relevant qualification at NQF Level 7;
* At least 5 years work-related experience in law enforcement of which three (3) years must be at supervisory / management level;
* Computer literacy with MS Office Applications
* Valid Driver’s License
* Competency Certificate in Firearm
* NB: Police Clearance with no criminal record.

**COMPETENCY REQUIREMENTS**

* Good report-writing, presentation and facilitation skills;
* Ability to deal with and resolve conflict and good negotiating skills
* Required to work outside normal working hours

**KEY PERFORMANCE AREAS (Include but limited to**

* Manage activities/ tasks associated with maintaining law, order, safety and security through the application of laid down policing, protection, and rescue procedures and attending to processes aimed at ensuring compliance with laws, by-laws and regulations
* Monitors the local area and attends to specific security operations and acts on situations/ behaviour deemed to be inappropriate or non-conforming;
* Manage and monitor the improvement of safety and security to plan and execute crime prevention through operations and joint operations with other law enforcement agencies,
* Monitoring violations and attending to complaints relating to street trading; Vagrancy; signage and advertising; dumping; land invasion and waste.
* Monitor compliance on implementation of applicable legislation in crime prevention such as Criminal Procedure Act etc
* Manage the enforcement of specific by-laws, and safety regulations;
* Undertakes specific activities during disasters/ emergency and/ or establishes and communicates potential risk and hazard situations;
* Manage workflow processes and output levels of supporting personnel
* Keep abreast of legislative changes and emerging trends within the Law Enforcement profession.

**DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER**

**POST : MANAGER: EVENTS AND PROTOCOL**

**T.A.S.K. GRADE : 14**

**EMPLOYMENT : LINKED TO THE TERM OF OFFICE OF THE EXECUTIVE MAYOR**

**SALARY SCALE : Minimum: R 838, 863,00 per annum;**

 **Midpoint: R 913, 957.53 per annum;**

 **Maximum: R 1 017, 572.32 per annum**

 **(Total Remuneration Package)**

# REQUIREMENTS

* Grade 12
* BTech in Public Relations, Marketing or Public Administration, Communications or relevant qualification at NQF level 7.
* At least 4 years’ work-related experience at events coordination of which 2 years must be at supervisory level
* Proof of Computer Literacy
* Valid Drivers License

**DUTIES AND RESPONSIBILITIES**

* Manage and coordinate all institutional exhibitions locally, nationally and internationally.
* Develop, manage and coordinate Protocol functions.
* Develop procurement plans for the logistical needs for all institutional events.
* Plan, develop and ensure the maintenance of an Events Calendar for the institution.
* Provide strategic events advisory support to KSD, partnering departments and visiting delegations.
* Engage with internal and external stakeholders to determine the needs for the events.
* Manage a database of events venues. Monitor and evaluate the outcomes of events.
* Manage all Protocol functions of the institution both internally and externally as well as for all visiting delegations to KSD
* Implement all diplomatic protocols
* Monitor expenditure for the events and draft expenditure report.
* Manage human resources in the unit and maintain discipline.
* Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance.
* Develop CSI programs and establish relationships with external funding entities

**DEPARTMENT : TECHNICAL SERVICES**

**POST : PROJECT MANAGER – PMU X2**

**T.A.S.K. GRADE : 12**

**EMPLOYMENT : FIVE YEAR FIXED EMPLOYMENT CONTRACT**

**SALARY SCALE : Minimum: R 711, 799.88 per annum;**

 **Midpoint: R 770, 899.27 per annum;**

 **Maximum: R 852, 651.60 per annum**

 **(Total Remuneration Package)**

**MINIMUM REQUIREMENTS:**

* Matric
* National Diploma in Civil Engineering or / relevant civil engineering qualification at NQF level 6;
* At least 3 - 5 years relevant experience in Local government environment in particular project management unit;
* Registration with ECSA or SACPCMP will be an added advantage
* Certificate in Project Management;
* Valid Driver’s License.

**KEY RESPONSIBILITIES:**

* Co-ordinate the project planning.
* Compiling technical business plans,
* Coordinates and performs tasks/ activities associated with projects implementation functions for the functionality.
* Provide technical support and evaluation of proposed projects in alignment with the respective Municipal IDPs, and the regional and provincial growth and developmental plans;
* Conduct site visits / meetings to ensure compliance to business plan conditions;
* Verify payment certificates and preparation of monthly payment schedule documentation.
* Maintain project performance data on national database;
* Responsible for other capital projects in accordance with quality criteria and national guidelines applicable to the industry,

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**DEPARTMENT : CORPORATE SERVICES**

**POST NAME : ASSISTANT MANAGER: ICT OPERATIONS**

**TASK GRADE : 13**

**SALARY SCALE : R 423, 088.00 – R 549, 196.00 PER ANNUM (Plus**

 **benefits)**

# REQUIREMENTS

* Matric;
* ND: Information Technology or relevant qualification at NQF Level 6;
* A Bachelor’s Degree in Computer Science will be an added advantage.
* At least 4 - 5 years’ relevant experience in ICT Operations; and
* Valid driver’s licence.

# KEY PERFORMANCE AREAS (but not limited to)

* Monitoring and maintenance of IT infrastructure operations of the Municipality;
* Monitors the professional, technical and operational outcomes related to the provision of support and quality service delivery.
* Control the safeguarding of network, server infrastructures, software applications, software licenses and hardware of the Municipality;
* Provide inputs in the development and reviewal of the immediate, short- and long-term objectives/plans of the ICT section;
* Analyse and assess potential Information Technology security risks, developing plans, monitoring and auditing systems for abnormal activity, and executing corrective actions

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**DEPARTMENT : CORPORATE SERVICES**

**POST NAME : ASSISTANT MANAGER: ICT GOVERNANCE**

**TASK GRADE : 13**

**SALARY SCALE : R 423, 088.00 – R 549, 196.00 PER ANNUM (Plus**

 **benefits)**

**MINIMUM REQUIREMENTS**

* Matric;
* ND: Information Technology or relevant qualification at NQF Level 6;
* A Bachelor’s Degree in Computer Science will be an added advantage.
* At least 4 - 5 years’ relevant experience in ICT Governance; and
* Valid driver’s licence.

# KEY PERFORMANCE AREAS (but not limited to)

* Design and implement the IT governance framework and align with Municipality's wider governance responsibilities and support the achievement of IDP.
* Monitor and control the compliance in IT standards and policies.
* Coordinate alignment of strategic ICT functions with daily operations of the Municipality.
* Coordinate continuous improvement of Corporate Governance of and Governance of ICT
* Responsible for development, review and enforcement of IT policies and standard operating procedures.
* Responsible managing ICT Steering Committee meeting, documentation and all submissions to the audit committee.

**DEPARTMENT : TECHNICAL SERVICES**

**POST : TECHNICIAN – ROADS MAINTENANCE**

**GRADE : T.A.S.K. GRADE 12**

**EMPLOYMENT CONTRACT : PERMANENT**

**SALARY SCALE : R375,789.00 – 487,800.00 PER ANNUM**

 **(PLUS BENEFITS)**

# MINIMUM REQUIREMENTS

* Matric;
* National Diploma in Civil Engineering or/relevant civil engineering qualification at NQF Level 6;
* At least 3 years work-related experience in Local Government environment particularly in road maintenance;
* Certificate in Project Management;
* Valid Driver’s License.
* Registration with ECSA as a Technician will be an added advantage.

# KEY PERFORMANCE AREAS (but not limited to)

* Designing maintenance schemes, to cover resurfacing, drainage repairs and improvements to roads;
* Coordinate maintenance works and systems, including upgrade, regravel, reseal, pavement systems, road sign inventory.
* Processing of Planning applications: Assist with road closures, land use, proclamations & wayleaves.
* Inspect roads to identify structural defects and safety issues;
* Investigating and actioning maintenance requests submitted by members of the public;
* Coordinate practical maintenance of roads and streets;
* Ensure that materials used are ordered in time and in advance all the time;
* Coordinate daily operations at a worksite to ensure the completion of projects;
* Quality and budget control for all capital projects, incl. implementation of national legislation and the Department of Transport & Public Works’ standards applicable to Roads and Stormwater maintenance
* Monitor the administrative and reporting requirements of the functionality.

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**DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER**

**POST : LEGAL ADMIN OFFICER: COMPLIANCE**

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

**EMPLOYMENT : PERMANENT**

**SALARY SCALE : R318, 308 – R413, 195 per annum**

 **PLUS BENEFITS)**

**MINIMUM REQUIREMENTS:**

* Matric
* A Bachelor of Law/ LLB or any equivalent related qualification at NQF 8;
* At Least 3- 5 years’ experience working in litigation and compliance;
* Valid Driver’s License; and
* Computer Literacy

**KEY RESPONSIBILITIES:**

* Provide legal support function by conducting legal research, updating on new legislation;
* Coordinate processing of applications and claims pertaining to statutory compliance requirements;
* Attending court cases to monitor the litigation procedures and the legal costs accuracy;
* Provide inputs in formulation and implementation of broad Services Strategy.
* Giving legal support to the Municipality in the event of legal challenges to the administration;
* Participating in consultation sessions and ensuring clarification of legal briefings and instructions;
* Coordinate effective Legislative Compliance Services; and
* Compiling Court papers in terms of content issues on behalf of the legislature.

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

**PLEASE NOTE:**

1. All applicants that previously applied on the re-advertised posts are requested to re-apply.
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 FRIDAY 15 SEPTEMBER 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**

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**N. PAKADE**

**MUNICIPAL MANAGER**