



9/1/12

NOTICE NO. 06 OF 2025

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 DEPARTMENT
POST NAME	: GENERAL MANAGER: SOLID WASTE
T.A.S.K. GRADE	: 18
EMPLOYMENT CONTRACT	: PERMANENT
SALARY SCALE	: R 900, 623.00 - R 1, 169, 096.00 PER ANNUM (PLUS BENEFITS)

MINIMUM REQUIREMENTS

- Matric
- Bachelor's Degree in Environmental Science, or Waste Management or relevant qualification at NQF level 7.
- At least 5 years work-related experience in Waste management.
- Valid registration with a relevant professional body.
- Valid EB Driver's License.

KEY PERFORMANCE AREAS (include but not limited to):

- Develop, implement and manage strategic goals, policies, procedures and plans for solid waste and align with the strategic objectives of the Municipality.

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- Develop strategies for revenue collection through proper waste management.
- Oversee the management, evaluation and control of the street cleaning, waste collection and waste management of the municipality.
- Oversee the Waste Management budget process management to ensure sound financial management practices that align with the budgetary requirements.
- Plan, manage, organize and control the continuous provision of waste management services to promote service excellence to the municipality and its customers.
- Provide effective and efficient management of waste with an emphasis on reducing, reusing and recycling together with responsible disposal and rehabilitation.
- Develop and implement the performance management system of the division.
- Manage the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations, policy and bylaw development and proper use of municipal property.

DEPARTMENT	: HUMAN SETTLEMENTS AND PLANNING
POST NAME	: MANAGER: PROPERTIES
T.A.S.K. GRADE	: 15
EMPLOYMENT CONTRACT	: PERMANENT
SALARY SCALE	: R 573, 910.00 – R 744, 972.00 PER ANNUM (PLUS BENEFITS)

MINIMUM REQUIREMENTS

- Matric;
- Bachelor's Degree in Real Estate Management/ Town and Regional Planning / Facilities Management or relevant qualification at NQF Level 7;
- At least 5 years work-related experience in property management of which 3 years must be at the managerial or supervisory level;
- Proof of Computer Literacy;
- Valid driver's licence.

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KEY PERFORMANCE AREAS (but not limited to)

- Provide input into policy and promote business strategy in order to give effect to KSD's policy on the management of certain of the KSD's immovable property and immovable property asset management strategy, and to drive related inputs in respect of various policy initiatives;
- Comply with the MFMA, MATR and other applicable legislation in the preparation and compiling of a strategic pipeline of properties for proactive disposal and development of municipal property not required for municipal services;
- Manage and coordinate the preparation, marketing and proactive disposal of the KSD's immovable property to give effect to the Department's Business and SDBIP;
- Manage the acquisition and disposal of property and rights in property on behalf of the various service departments to meet the KSD's future infrastructure and service delivery plans;
- Leverage KSD immovable property not required for municipal purposes, to maximise social, economic, financial and environmental returns;
- Ensure implementation of fair and competitive land disposal in line with relevant legislation and governance frameworks.
- Manage multi-stakeholder interfaces related to property development, acquisitions and disposals to guide and influence decisions towards property acquisition, transfers, disposal and development within the Municipality;
- 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.
- Provide oversight and manage a day-to-day operations of the municipality's real estate investment.

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DEPARTMENT	: HUMAN SETTLEMENTS AND PLANNING
POST NAME	: MANAGER: OUTDOOR ADVERTISING AND TELECOMMUNICATIONS
T.A.S.K. GRADE	: 15
EMPLOYMENT CONTRACT	: PERMANENT
SALARY SCALE	: R 573, 910.00 – R 744, 972.00 PER ANNUM (PLUS BENEFITS)

MINIMUM REQUIREMENTS

- Matric;
- Bachelor of Technology in Town and Regional Planning or Marketing or Qualification in Built Environment at NQF Level 7;
- At least 5 years work-related experience in regulation of outdoor advertising of which 3 years must be at the managerial or supervisory level;
- Proof of Computer Literacy;
- Valid driver's licence.

KEY PERFORMANCE AREAS (but not limited to)

- Develop and review the immediate, short and long-term objectives of the section;
- Manage all outdoor advertisements and monitor compliance with municipal bylaws, zoning laws, and aesthetic guidelines.
- Manage all digital outdoor advertisements and monitor compliance with municipal bylaws, zoning laws, and aesthetic guidelines.
- Oversee and enforce compliance of telecommunication installations, such as towers and antennas, with health, safety, and environmental standards.
- Manage the process of issuing permits and licenses for advertising structures and telecommunication installations, ensuring all applications meet regulatory requirements.
- Manage the collection of fees for permits and licenses related to outdoor advertising and telecommunication, contributing to municipal revenue.
- Review applications for outdoor advertising structures and telecommunication installations, ensuring they meet safety, aesthetic, and legal standards.

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- Oversee the process for issuing, renewing, and tracking permits, ensuring no expired or unauthorized structures are in place.
- Maintain accurate records of all permits, applications, and installations, supporting audits and regulatory checks.
- Develop and lead public awareness campaigns on outdoor advertising and telecommunication regulations, ensuring community and business sector understanding and compliance.
- Co-ordinate and facilitation of outdoor advertising investors on development of council identified for outdoor advertising land approved for outdoor advertising.
- Ensure outdoor advertising structures meet municipal aesthetic and architectural standards, contributing to a visually cohesive environment.

DEPARTMENT	: BUDGET AND TREASURY
POST NAME	: ACQUISITION OFFICER
T.A.S.K. GRADE	: 11
EMPLOYMENT CONTRACT	: PERMANENT
SALARY SCALE	: R 332,632.00 – R431,789.00 per annum (plus benefits)

MINIMUM REQUIREMENTS

- Matric.
- National Diploma in Accounting or relevant qualification at NQF 6 majoring in Accounting or Supply Chain Management.
- At least 2 years work-related experience.
- Proof of computer literacy with Microsoft package.
- Municipal Finance Management Programme Certificate will be an added advantage.

KEY PERFORMANCE AREAS (include but not limited to):

- Procurement of goods and services.
- Co-ordinate the sitting of bid evaluation committee.
- Maintain proper document control for auditors.
- Arranging and co-ordinating the sitting of the SCM Committee.

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- Publishing Public Tender Notices and keeping a record thereof.
- Provides guidance and oversight in respect of effective administration of the acquisition procurement function and the valid, accurate and complete documentation of all procurement transactions.
- Pro-actively reviews current systems and procedure sin light of key stakeholder requirements and changing circumstances.
- Co-ordinate procedures, systems and processes for acquisitions information, collection, recording, analysis and reporting to ensure operations and accurately and efficiently, and
- Providing internal support to departments on SCM contracts and tendering processes.

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER
POST NAME	:	PERSONAL ASSISTANT TO THE MUNICIPAL MANAGER
T.A.S.K. GRADE	:	10
EMPLOYMENT CONTRACT:		FIXED EMPLOYMENT CONTRACT EXPIRING ON THE 30 SEPTEMBER 2027
SALARY SCALE	:	R 440, 241.00 PER ANNUM TOTAL COST TO COMPANY (Subject to certain conditions)

MINIMUM REQUIREMENTS

- Grade 12;
- Diploma: Office Management and Technology or relevant qualification in administration at NQF level 6.
- At least 3 years' work-related experience as a personal assistant or secretary to Head of Department.
- Proof of Computer Literacy (with all Computer applications)
- Valid Drivers License

KEY PERFORMANCE AREAS (but not limited to)

- Performs tasks associated with the provision of secretarial and administrative support to the Municipal Manager.
- Coordinates travel and accommodation bookings for the Municipal Manager.
- Executes specific instructions and applies laid down procedures with respect to coordinating the Municipal Manager's diary and specific events.

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- Controls and provides personal support to the Municipal Manager.
- Maintains and access records of discussions, instructions and correspondence.
- Support the administrative and reporting requirements of the office of the Municipal Manager and be willing to work abnormal hours.
- Manage the office of the Municipal Manager.

Enquiries may be directed to the Staff Provisioning Office at 047 495 1010 (Munitata Building, Mthatha).

PLEASE NOTE:

1. Preference will be given to a 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.
2. Applicants should submit their applications using the municipality's vacancy **APPLICATION FORM** (*obtained from HR and website*) together with CVs not exceeding five (5) certified copies of their qualifications, academic record, [Matric certificate must also be attached] identity document and driver's licence [where applicable].
3. Faxed and emailed applications, applications received after the closing date and time, and applications without certified copies of documents will result in the disqualification of candidates.
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference checks, criminal checks and competency assessment (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
6. Due to the large number of applications we envisage to receive, applications will not be acknowledged with communication to be limited

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to shortlisted candidates. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.

7. CLOSING DATE: NOT LATER THAN THURSDAY 07 FEBRUARY 2025.

The Municipality reserves the right not to appoint in any of the advertised vacancies.

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**