

PRINCE ALBERT MUNICIPALITY



Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organization.

NOTICE 89/2016

MANAGER: INFRASTRUCTURE SERVICES

REMUNERATION PACKAGE: A T17 remuneration package of a Grade 2 Municipality is offered.

REQUIREMENTS:

•A recognised degree/diploma Civil Engineering or B.Tech Civil or Relevant diploma, with at least 5 years work related experience at an Operational Management level, preferably in local government or rural municipalities •Code B driver's license •Good management, human relations, interpersonal and communication skills •Conflict handling skills •Ability to give attention to detail •High level of responsibility •Proficiency in at least two of the official languages of the Western Cape •Computer literate (office applications) •Financial management skills •Negotiation skills •Compliance to the Municipal Regulations on Minimum Competency Levels, 2007 issued in terms of the MFMA 2003 would be an advantage.

KEY PERFORMANCE AREAS: The incumbent will be responsible for:

- **Management Functions:** *Operational forward planning and strategy alignment *Departmental Human Resources forward planning and strategy alignment *Management of personnel productivity and performance within Department *Management of employment relations in department *Contract and supply chain management *Budget management and financial control *Procedures, systems and controls
- **Operational Management:** *Management of a regulatory framework *Management of occupational health and safety *Management of projects *Management of civil works, including Water, Sanitation, Waste management, Roads, Storm water and other Infrastructure related disciplines
- **General Functions:** *Communication *Administration *Perform other duties assigned to the position from time to time.

The post incumbent is not permitted to deviate from laid down instructions and/or instructions. The post is accountable for all outcomes associated with the Division Infrastructure Services and is authorized to take decisions on operational issues within the ambit of applicable legislation, departmental policy, procedures and by-laws regulating the functionality.

PLEASE NOTE:

1. Appointment will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality.
2. It would be expected of candidates to be subjected to thorough evaluations and that previous employers and references may be contacted. Verification may be done on his/her qualifications, criminal and credit record.
3. All applications must be submitted with a detailed CV and fully completed application form, as available from the Human Resources Department and are to be forwarded to **Anneleen Vorster** at tel no: **023-5411 320**.
4. **NO** certificates should be included with applications. **Original** Qualification Certificates and Certificates of Service must however be produced at any resultant interviews. Failure to produce original certificates and/or certificates of service **at said interview** will result in **immediate disqualification** of the applicant.
5. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.

CLOSING DATE: 20 JANUARY 2017

Please note: If you receive no notification regarding this advertisement within two months of the closing date, please assume that your application was unsuccessful.

The Municipality reserves the right not to make an appointment.

<p>PRINCE ALBERT MUNICIPALITY PRIVATE BAG X53 PRINCE ALBERT 6930</p> <p>TEL. NR: 023 – 5411320 FAX NR 023 – 5411321 E-MAIL ADDRESS: adminklerk@pamun.gov.za WEB ADDRESS: www.pamun.gov.za</p>		<p>HFW METTLER MUNICIPAL MANAGER</p> <p>19 December 2016</p>
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