

MUNISIPALITEIT
VAN
PRINS ALBERT



MUNICIPALITY
OF
PRINCE ALBERT

Rig alle korrespondensie aan:
DIE MUNISIPALE BESTUURDER
Privaatsak X53, Prins Albert, 6930

Address all correspondence to:
THE MUNICIPAL MANAGER
Private Bag X53, Prince Albert, 6930

E-Pos / E-Mail: anneleen@pamun.gov.za

Tel: 023-541 1320, Fax: 023-541 1321

**PRINCE ALBERT MUNICIPALITY
NOTICE NR 78/ 2019**

Prince Albert municipal area, covering an area of 8 153 km²; incorporates the towns and surrounding farm areas of Klarstroom, Prince Albert, Prince Albert Road and Leeu Gamka and requires a suitably qualified and experienced person to manage the operational activities of the Municipality. The successful applicant will be committed to the achievement of Prince Albert's mission statement and strategic objectives.

OPERATIONAL MANAGER

(Negotiable between R781 460 and R955 118)

Responsibilities: Report directly to the Municipal Manager • Manage the Operational Services department • Support and advise the Municipal Manager and Council • Responsible for the following functions: Human Settlements - Traffic and licensing, Disaster Management, Fire and emergency services • Corporate Services * Technical Services * Performance Management * HR * Records Management * Land Use Planning * Building Control * Parks and recreation * Provide strategic management and leadership for the department • Manage and improve departmental administrative functions • Develop and implement council policies and strategies • Compile and manage departmental budget • Ensure legislative compliance of relevance to the department • Manage all related grants allocated to the municipality • Ensure community participation on matters of governance • Provide strategic leadership in the department.

In order to meet the needs of the Prince Albert Municipality, the successful applicant will conform to the following requirements:

B Degree in an applicable field at an acceptable institution;

Competencies as described in Government Notice Nr 21, Government Gazette No 37245 of 2014;

5 Year minimum relevant experience at a senior management level and have a proven institutional transformation record in the public or private sector;

Sound knowledge of institutional governance systems and performance management;

Ability to be an innovative and strategic leader

Good facilitation and communication skills in at least two of the three official languages in the Western Cape;

Valid driver's license and NO criminal record

PLEASE NOTE:

The post is subject to a fixed term contract of employment not exceeding one year after the next Local Government election as well as acceptable conduct and performance during the term.

It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his / her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.

All applications must be submitted with a detailed CV, certified copies of qualifications, ID document and driver's license, the names of three references from current and previous employers (including their e-mail addresses) and a fully completed official application form as available from the municipal website or the Human Resource Department to be couriered to Prince Albert Municipality for the attention of the Municipal Manager, Private Bag X53, Prince Albert 6930, Courier, hand delivered at Prince Albert Municipality, 33 Church Street, Prince Albert. Administrative queries may be directed to Ms Debbie Moonies at tel 023 5411014.

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and /or senior official for preference will be disqualified immediately. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Only hard-copy applications will be considered.

Appointment is subject to the signing of an employment contract and performance agreement. The appointment will be done in accordance with the regulations on appointment and conditions of employment for senior managers.

Please note that incomplete or incorrectly completed application forms will not be considered.

Closing date: 14 June 2019

Council reserves the right not to make an appointment.

Applicants who do not receive feedback within 60 days of the closing date must accept that their applications were unsuccessful. The municipality reserves the right not to make an appointment.



A Vorster
Municipal Manager
33 Church Street
Prince Albert
6930