

**DIRECTORATE: COMMUNITY SERVICES
AMENITIES
2 x ASSISTANT SUPERINTENDENTS (REFERENCE: COM 99 & COM 113)
PERMANENT APPOINTMENT – TULBAGH & WOLSELEY**

Applications are hereby invited from individuals with the applicable qualifications for above vacancy.

Requirements:

- Grade 12
- Diploma in Nature Conservation or Horticulture.
- Code EB Drivers' license with PRDP.
- Computer literacy (MS Office Applications).
- 2 -5 Year's relevant experiences.
- Good supervisory, control, human relations, interpersonal and communication skills.
- Sound mathematical and technical skills and high level of responsibility.
- Ability to work under pressure and ability to handle conflict.
- Sight, hearing and speech ability and must be physically fit and healthy.
- Ability to give attention to detail.
- Required to work in all weather conditions and to work overtime and over weekends.
- Must perform duties in the whole municipal area.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position whereby the employer reserves the right to institute a performance management program.

C.3 COMPETENCY REQUIREMENTS OF THE POST (Only where directly relevant to the performance of the job.) (Refer to the Competency Framework as prescribe in the regulations)		
No	Category	Competency
1.	Core Professional Competencies	Problem Solving; Planning; Organising; Organisational and Awareness
2.	Functional Competencies	Discipline Specific Skills; People Management; Task Management; Workplace Safety and Budgeting
3.	Public Service Orientation Competencies	Interpersonal Relationships; Communication; Service Delivery and Orientation
4.	Personal Competencies	<i>Action and outcome Orientation; Resilience; Ethics and Accountability</i>
5.	Management / Leadership Competencies	<i>Direction Setting; Impact and Influence; Coaching and Mentoring and Team Orientation</i>

Duties:

- Control and coordinate the work sequences established to render a public service.
- Develop and implement new schedules to improve service delivery and check budget votes and monitor spending and availability of funds.
- Study present scenarios and discuss methods to improvise with the immediate superior.
- Oversee and monitor the performance of subordinates with respect to cleaning and maintenance duties.
- Manage and co-ordinate the activities of the section Parks, Open spaces, sport fields and amenities.
- Develop and implement operational plans for the section.
- Evaluate work procedures and co-ordinate activities to ensure the effective utilisation of personnel, plant and equipment.
- Supervise subordinates and recommend payment to contractors and service providers to Manager.
- Provide input on the drafting of annual operational budget for the section.
- Calculate costs, quantities of materials and equipment for specific jobs.

- Obtain quotations for materials and services and attend to correspondence and enquiries from public.
- Provide all relevant staff with protective clothing and explain the necessity thereof.
- Ensures that staff adhere to health and safety regulations as contained in the act.
- Responsible to ensure that procurement is in accordance with Council's policy, rules, regulations, legislation and guidelines.
- Receive and analyze assigned purchase requisitions for compliance with Council standards ensuring complete information, accuracy and that order parameters are clear and understood.
- Delegate Instructions to subordinates on specific preparatory work to be carried out for sports events.
- Conduct meetings with Supervisors to obtain feedback reports and to discuss possible Improvements.
- Enforce the conditions of the Environmental Health and Safety and Order and purchase of cleaning material and maintenance material.
- Conduct inspections at the various areas of responsibility to oversee work sequences and performance.
- Submit operational reports to the Manager for inclusion in official reports to Management.
- Plan and prioritize maintenance work to be carried out at the various parks, sports fields, cemeteries and common grounds.
- Ensure that public facilities are clean and safe for public use and address any repeating complaints.
- Ensure that sports field are well maintained, grass cut and watered for optimal use and availability.
- Monitor that machinery and vehicles are clean and in good working condition.
- Control and update the Assets Register to make provision for new equipment and to write of irreparable items for sale at public auction.
- Monitor the usage and bookings of municipal halls and discuss functional problems with employees and caretakers.
- Attend to enquiries from the public and seek solutions to problems experienced.
- Control the use of vehicles and monitor the daily log sheets for repairs and / or problems that need to be addressed.
- Obtain quotations for items and work needed and follow sequences according to Supply Chain Management requirements.
- Ensure that broken locks, doors and windows be repaired in the Interest of public safety.
- Plan and organize maintenance and preparation at cemeteries and institute rehabilitation programs according to burials and usage.
- Conduct feedback meetings with all personnel to ensure departmental objectives and targets are met.
- Liaise extensively with internal and external parties in the provision of services to the public.

Salary: R 319 809.96 per annum (Post level T11 of a Grade 4 Municipality)

Interested candidates **must** complete an official application form which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh and main Office at Ceres. **(applicants who do complete the official application form and who do not submit certified copies of qualifications / identity document/ drivers licence will not be considered)** please provide a detailed CV accompanied with a covering letter, certified copies of qualifications, drivers licence and three (3) names of work related references (an email address must be included by the references) to the Senior Human Resource Manager, PO Box 44, Ceres, 6835 or Fax to 023 – 3161877 or E-mail to: admin@witzenberg.gov.za. For further enquiries you may contact the Mrs IM Barnard or Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854.

Closing Date: 26 APRIL 2024 BEFORE 12H00

Please Note: Canvassing of Councilors or any member of the Appointment Committee will result in automatic disqualification. Applicants that do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply in terms of the Employment Equity Act)

David Nasson
Municipal Manager
04/03/24

12 APRIL 2024