

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled are encouraged to apply:

MANAGER: PLANNING AND ECONOMIC DEVELOPMENT (5-YEAR FIXED TERM EMPLOYMENT CONTRACT)

•Ref: PF-MPED/08/09/2018 | Annual Total Remuneration Package: **Minimum:** R769 844; **Midpoint:** R864 994; **Maximum:** R960 143 per annum for a category 2 Municipality (annual total remuneration package will be determined by competence, qualification, experience and knowledge read together with the guidelines as set out in Government Gazette 41173 dated 10 October 2017).

The successful incumbent shall be expected to sign an employment contract, performance agreement and disclosure of financial interest form. The candidates recommended for appointment to the post must undergo a competency assessment and security vetting. The recruitment for the Manager: Planning and Economic Development is in accordance with the Local Government: Regulations on appointment and Conditions of employment of Senior Managers and other relevant Legislations and Regulations.

The incumbent will be stationed at the Waterberg District Municipality with its Offices in Modimolle Town.

REQUIREMENTS: •Grade 12 plus a Bachelor of Science in Building Sciences/Architecture or a Bachelor's degree in Town Planning and Regional Planning or Development Studies or equivalent •Minimum of five (5) years relevant experience at middle management level with proven successful Professional Developmental or Town and Regional Planning experience •Project management Certificate or Diploma or registration as a Professional Planner in accordance with the Planning Professional Act, 2002 (Act No. 36 of 2002) will be an added advantage •Computer literate •A valid driver's licence and his/her own roadworthy vehicle.

KNOWLEDGE: •Good knowledge and understanding of relevant policy and legislation •Sound understanding of institutional governance systems and performance management •Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) •Knowledge of geographical information systems and spatial, town and development planning.

THE INCUMBENT MUST HAVE THE FOLLOWING LEADING AND CORE COMPETENCIES AS PER THE GOVERNMENT GAZETTE NO. 37245 OF 17 JANUARY 2014: •Strategic direction and leadership •People management •Programme and project management •Financial management •Change management •Government leadership •Moral competence •Planning and organising •Analysis and innovation •Knowledge and information management •Communication •Results driven and quality focussed.

KEY PERFORMANCE AREAS: As the Manager: Planning and Economic Development, the incumbent will be subjected to the policy direction of the municipal council and will be responsible and accountable for: •Administration and development of the District Spatial Development Framework •Develop and maintain GIS •Provide support to the development and review of IDP •Formulation of development policies, strategies and action plans •Formulate, develop and implement economic development policy and LED strategies •Facilitate research on economic development and maintain a database •Stimulate the local economy by promoting job creation, investment and the development of SMME's •Assist category B municipalities with land use management and development planning •Manage the implementation of LED IDP projects •Leverage government and international donor funds to support IDP and sector plans •Manage marketing, tourism and transport •Manage the department according to the strategies of the municipalities •Prepare and submit reports to the Municipal Manager and relevant political structure •Efficient and effective development and management of systems, procedures, processes and resources for the day to day operation of the department.

MANAGER: SOCIAL DEVELOPMENT AND COMMUNITY SERVICES (5-YEAR FIXED TERM EMPLOYMENT CONTRACT)

•Ref: PF-MSD & CS/09/09/2018 | Annual Total Remuneration Package: **Minimum:** R769 844; **Midpoint:** R864 994; **Maximum:** R960 143 per annum for a category 2 Municipality (annual total remuneration package will be determined by competence, qualification, experience and knowledge read together with the guidelines as set out in Government Gazette 41173 dated 10 October 2017).

The successful incumbent shall be expected to sign an employment contract, performance agreement and disclosure of financial interest form. The candidates recommended for appointment to the post must undergo a competency assessment and security vetting. The recruitment for the Manager: Planning and Economic Development is in accordance with the Local Government: Regulations on appointment and Conditions of employment of Senior Managers and other relevant Legislations and Regulations..

The incumbent will be stationed at Waterberg District Municipality with its Offices in Modimolle Town

REQUIREMENTS: •Grade 12 plus a Bachelor's degree in Public Administration/Management Sciences/Law or equivalent •Minimum of five (5) years relevant experience at middle management level and proven successful institutional transformation within the public or private sector •Computer literate •A valid driver's licence and his/her own roadworthy vehicle •Honesty and integrity •Registration with the South African Council for Social Service Professions (SACSSP) or similar recognised relevant professional body will be an added advantage.

KNOWLEDGE: •Good knowledge and understanding of relevant policy and legislation •Sound knowledge and understanding of institutional governance systems and performance management •Understanding of council operations and delegation of powers as well as Health services management •Public safety •Fire Brigade services •Disaster management

SKILLS: •Finance •Planning, organising, leadership and management skills •Communication (internal and external) •Excellent motivating skills •Ability to develop and update policies and by-laws.

THE INCUMBENT MUST HAVE THE FOLLOWING LEADING AND CORE COMPETENCIES AS PER THE GOVERNMENT GAZETTE NO. 37245 OF 17 JANUARY 2014: •Strategic direction and leadership •People management •Programme and project management •Financial management •Change management •Government leadership •Moral competence •Planning and organising •Analysis and innovation •Knowledge and information management •Communication •Results driven and quality focussed.

KEY PERFORMANCE AREAS: •Plan, organise and co-ordinate the activities of a disaster management, fire fighting service, social service programme and community outreach programme •Provide and control Municipal Health Services which include social development and environmental health care •Provide and control Fire services and disaster management district wide •Manage the departmental budget and human resources •Develop and implement a waste management plan, disaster management plan, fire fighting services, community development and environmental health services •Ensure compliance with legislation relating to Municipal Health, Disaster Management, and Fire Fighting •Design programmes, policies and by-laws relevant to the department •Ensure co-ordination and implementation of fire services, disaster management, health and community development matters in line with the Council's IDP •Prepare and submit reports to the Municipal Manager, portfolio committee and other relevant structures established by Council or in terms of the Municipal Systems Act •Provide support and advice to Council on challenges facing each section in the department and communities.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES DIVISIONAL ASSISTANT MANAGER: MUNICIPAL HEALTH SERVICES POST LEVEL 03

•Ref: PF- DM-MHS/07/09/2018 | Salary: R531 084 per annum | Benefits: Normal municipal benefits plus 750KM travelling allowance

REQUIREMENTS: •Grade 12 plus a diploma/BTech degree in Environmental Health •Registered with HPCSA or a similar accredited Professional Council as an Environmental Practitioner plus minimum of four (4) years experience in an environmental health related field •A valid Code 08 driver's licence.

KNOWLEDGE: •Municipal services programme administration •Inspection procedures •Applicable by-laws and procedures •National safety and health legislation •Monitoring enterprise compliance with health standards •Water sampling and testing techniques •Water and sanitation systems management.

SKILLS AND COMPETENCIES: •Team leadership and management •Supervisory and human resource management •Effective public relations and public speaking, cultural awareness and sensitivity skills •Computer literate (MS Word, Excel and PowerPoint).

KEY PERFORMANCE AREAS: •Manage the function and division by coordinating the activities of the division •Ensure that Municipal Health Services activities comply with National and Provincial guidelines and Health regulations, by-laws and council resolutions •Attend to public complaints in respect of Municipal Health issues •Compile investigational reports to correspondence queries and undertake research to support content or recommendation •Co-ordinate specific administrative and reporting requirements associated with KPI's of Municipal Health Services •Promote and develop the delivery of a community education/awareness programmes •Prepare and submit reports to the Manager: Social Development Community Services •Ensure that adequate budget is compiled and that expenditure remains within the budget •Identify capital projects during the year to be included on the capital budget.

CLOSING DATE: 10 OCTOBER 2018 AT 15H00

All applications must be submitted on an official Waterberg District Municipality application form that is downloadable on our website: www.waterberg.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's licence (not older than three months) and covering letter that indicates the position you are applying for and must be sent by post to: The Acting Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand-delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27.

Faxed and e-mailed applications and those applications not made on an official application form will not be considered. Qualifications, employment background checks and security vetting will be done for all short-listed candidates.

Further enquiries may be directed to Ms P. Makibelo, tel. 014 718 3367 (during office hours).

Should you not be contacted within 90 days of the closing date, please accept that your application has been unsuccessful. The Waterberg District Municipality reserves the right NOT to fill the advertised posts.

L.G. TLOUBATLA - ACTING MUNICIPAL MANAGER



WATERBERG MUNICIPALITY