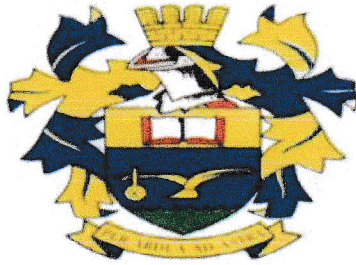


DIPALESENG LOCAL MUNICIPALITY



ADVERT

Department: Community Services & Public Safety

Position: Manager Community Services

Salary: R442 662.00 (**R728 725.00** Total cost to the employer which includes benefits i.e. travelling allowance, housing allowance, medical aid, 13th Cheque bonus and pension fund)

Post Level: 01

The incumbent will report directly to the Director: Community Services & Public Safety

Minimum Requirements: Grade 12. Relevant 3 year tertiary qualification, preferably B. Degree in Public Administration. 05 years' experience on managerial position and 03 years' experience on technical skills preferable in the Local Government. Must be Computer literate and have good reporting and presentation skills. Valid Driver's Licence (Code 08). The successful incumbent will be subjected to vetting for criminal record clearance.

Core Competencies: Library and Information Services; Traffic Management; Waste Management; Fire Fighting and Rescue Services and Intergovernmental Relations. Managing Work; Planning and Organizing. Willingness to work irregular hours. Ability to meet conflicting deadlines.

Skills and Knowledge: Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving; Accountability and Ethical Conduct. Interpersonal Relationships; Communication; Service Delivery Orientation.

Responsibilities: Determining needs of the library information at the nodal points and provide input in the compilation of the budget. Providing input to the operational budget with IDP requirements for the library. Ensuring the friendly usage of the municipal buildings by attending repairs and maintenance on daily basis and facilitate the maintenance process. Motivating the budget and budget amendments to the HOD for approval. Developing and implementing the sections operational plans to ensure improved service delivery and alignment with the unit plans. Monitoring that the methods, processes and IT systems used in the section are conducive and accessible to library users to efficient service delivery. Ensuring the valuable input in the development of the library project from the initial stages to the final stage. Proving reports to Department Arts, Culture and Recreation (DCSR) on municipal funds to obtain possible grants available to be utilise.

Motivating the operational unit expense to the HOD for approval. Ensuring the friendly usage of the municipal buildings by attending repairs and maintenance on daily basis and facilitate the maintenance process. Managing that the methods, processes and systems (Natis and Eye test) used in the section are properly operating to efficient service delivery

Managing awareness campaigns as per SDBIP with respect to promote healthy environment. Determining needs of the section and provide input in the compilation of the budget. Managing and ensure that community receive an affordable and sustainable refuse removal service. Management of the landfill sites in compliance with all relevant council policies and legislation.

Managing that the operational plans, methods, processes and information system used in the section is complying with service delivery.

L.C.

Submitting monthly and quarterly reports from Fire and Rescue unit. Determining needs of the section and provide input in the compilation of the operational budget. Providing input in developing and implementing the section's operational plans to ensure improved service delivery. Monitoring that the methods, processes and systems used in the section are conducive to efficient service delivery. (Call Centre System).

Dipaleseng Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply

Interested persons meeting the above-mentioned requirements are requested to complete Annexure B application form for employment that is accessible on our website www.dipaleseng.gov.za/vacancy together with a detailed CV and certified copies of qualifications for the attention of the Acting Director Corporate Services, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality, Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410 **on or before 22 February 2024**. No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human Resources, Ms. Sombu Radebe at 017 004 0027/082 068 7436

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



MR. L. CINDI
MUNICIPAL MANAGER

Date: 05/02/2024