MATZIKAMA MUNICIPALITY

Matzikama Municipality is situated in the West Coast of the Western Cape Province and serves the following towns: Vredendal, Vanrhynsdorp, Klawer, Lutzville, Koekenaap, Doringbaai, Strandfontein, Ebenhaeser, Papendorp, Bitterfontein, Nuwerus, Kliprand, Stofkraal, Molsvlei, Putsekloof and Rietpoort.

Competent and experienced persons who meet the minimum requirements are invited to apply for the following vacancies:

VACANCIES
INTERNAL & EXTERNAL APPLICATIONS WILL BE CONSIDERED

DIRECTORATE COMMUNITY SERVICES

MANAGER: PROTECTION SERVICES - VREDENDAL

Key performance areas: Manage and develop the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key services delivery objectives with respect to public safety, law enforcement and disaster management through co-ordination of operations associated with the enforcement of Municipal Policing Laws and By-Laws and the provision of a Security Services (contracted) and Traffic Services in order to ensure the risk of damage to property and / loss of lives is limited through prompt and efficient execution of sequences and applications · Implement policies and procedures and ensure that by-laws, regulations and crime prevention are enforced • Manage a number of of operational areas • Implements policies and procedures and ensures that by-laws, regulations and crime prevention are enforced • Manages a number of operational areas • Ensure optimal use and maintenance of resources and equipment and adherence to performance management criteria • Manage, lead, control and coordinate operational activities with regard to Traffic Services through promt and efficiente execution of sequeences and applications • Performing administrative, Human Resources and logistical duties and drive service delivery through the implementation of strategies, plans and policies • Enforce Municipal by-laws as well as National and Proviincial legislation • Responsible for the composition of a realistice operation and capital budget for the division • Responsible and accountable for the execution of instructions received from the Director Community Services as prescribed by council and departmental policies • Perform general managerial and supervisory duties regarding the personnel of his/her division • Handles enquiries and/or complaints regarding the activities and services performed by his/her division • The full scope of duties is contained in the job description

Minimum requirements: Relevant Degree or B-Tech / Policing Degree · Basic Training Qualification • 8 years or more relevant experience inclusive of proven supervisory / managerial experience · Computer Literate • Valid Code B driver's licence · No Criminal record and proof thereof from SAPS to be provided · Firearm proficiency • Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Good management skills and leadership qualities

Salary: R538 908 per annum (TASK post level T15) and participation in the Municipality's Motor Vehicle Scheme for Senior Officials.

Enquiries: Mr Ruben Saul

The Competency level for this position is a level 4 of the Uniformed Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as

promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Community and Customer focus • Problem Solving • Negotiation and Influencing • Resilience • Communication • Ethics and Professionalism	• Patrol, Enforcement and Emergency response	• Interpersonal Relationship • Communication • Service Delivery Orientation • Client Orientation and Customer Focus	• Action and Outcome Orientation • Resilience • Change Readiness • Cognitive ability • Learning Orientation	• Team Orientation • Direction setting • Coaching and Mentoring • Impact and Influence

TRAFFIC OFFICER (2 VACANCIES) - VREDENDAL

Key performance areas : To render traffic services regarding the promotion of road safety, the enforcement of road traffic legislation / regulations and municipal by-laws and the provision of other traffic services • To render efficient and sustainable traffic, licensing services to all road users and public in the Municipal area of jurisdiction • The full scope of duties is contained in the job description

Minimum requirements: Grade 12 • Basic Training Qualification attained (Traffic Officer Diploma) • Registered as a Traffic Officer • 2 – 5 years relevant experience • Valid Code EB driver's licence • No criminal record and proof thereof from SAPS to be provided (submission of SAPS application while awaiting results may be considered) must accompany application • Firearm proficiency • Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Good human relations and communication skills • Able to handle conflict, stress and work pressure • Be able to act consequently and firmly · Physically fit and able-bodied • Required to work in all weather conditions • Required to work shifts, irregular hours and overtime

Salary: R234 996 per annum (TASK post level T9)

Enquiries: Mr Ruben Saul

The Competency level for this position is a level 2 of the Uniformed Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Community and Customer focus • Problem Solving • Negotiation and Influencing • Resilience • Communication • Ethics and Professionalism	• Patrol, Enforcement and Emergency response	• Interpersonal Relationship • Communication • Service Delivery Orientation • Client Orientation and Customer Focus	• Action and Outcome Orientation • Resilience • Change Readiness • Cognitive ability • Learning Orientation	• Team Orientation • Direction setting • Coaching and Mentoring • Impact and Influence

DISASTER MANAGEMENT OFFICER – VREDENDAL

Key performance areas: Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to Disaster Management Services through the co-ordination of operations against departmental, statutory and audit guidelines in order to ensure that the risk of damage to property and/or loss of lives is limited through prompt and efficient execution of sequences and applications • Implements procedures, systems and controls to regulate specific work and associated sequences associated with the functionality • Responsible for coordinating with the District Municipality the disaster management activities to ensure that the management of disasters are well organized with the minimum disruption of services and the wellbeing of the community • Manages and co-ordinates specific priorities, procedural applications, interventions and activities related to disaster management • Develop disaster management strategies • Co-ordinates and monitors sequences associated with the provision of an emergency/fire/rescue services • Disseminates information on outcomes, current developments, problems and constrains and/or presents educational material on public safety • Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality • The full scope of duties is contained in the job description

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Minimum requirements: Relevant tertiary qualification preferably in Disaster (Risk) Management • 3 - 5 years' experience in the field of Disaster (Risk) Management • DMISA Registration: Technician • Computer Literacy: MS Office · Valid Code EB driver's licence • Knowledge of disaster management legislation and practices · Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Good human relations and communication skills • Able to handle conflict, stress and work pressure

Salary: R368 760 per annum per annum (TASK post level T12, subject to TASK post evaluation)

Enquiries: Mr Ruben Saul

The Competency level for this position is a level 2 of the Disaster Management Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Functional / Technical & Professional Competencies	**Public Service Orientation Competencies**	**Personal Competencies**	**Management / Leadership Competencies**
• Disaster (Risk) Management • Disaster Risk Prevention and Reduction • Disaster Mitigation • Disaster Preparedness & Response • Disaster Recovery & Rehabilitation • Disaster operations and emergency communications and control • Emergency operations management • Disaster risk assessment and profiling • Disaster risk education, training and public awareness • Disaster information management and communication • Problem Solving • Discipline Specific	• Interpersonal Relationship • Communication • Client Orientation and Customer Services	• Accountability & Ethical Conduct • Resilience • Management of learning (Learning Orientation)	• Impact and influence • Team Orientation • Direction setting • Coaching and Mentoring

DIRECTORATE TECHNICAL SERVICES

SUPERINTENDENT: CIVIL MAINTENANCE – VANRHYNSDORP

Key performance areas: To exercise management, control and supervision over the personnel, equipment, vehicles, functions and activities of the civil engineering services branch in Vanrhynsdorp to ensure the maintenance and effective functioning of the water-, sewerage-, storm water- and road networks and plants and community facilities of the municipality • Performs sanitary services • Performs certain technical, administrative and other tasks and duties associated with above functions • Purchase of of materials, supplies, tools, equipment or fuel for his/her branch • Performs functions/duties associated with the transportation of personnel, tools, equipment, materials and refuse • Driving / operating of certain municipal vehicles · Performs other general administrative functions.

Minimum requirements: Grade 12 or equivalent technical qualification • Trade Tested Artisan • 3 – 5 years relevant experience • Valid code C driver's license with Public Driver's Permit (PDP) • Computer Literacy: MS Office • Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Must be able to do elementary surveys and calculations • Good human relations, leadership qualities, communication- and organisational skills • The full scope of duties is contained in the job description

Salary: R368 760 per annum (TASK post level T12) and participation in the Municipality's Essential Motor Vehicle Scheme, if required (subject to certain conditions)

Enquiries: Mr Mark Owies

The Competency level for this position is a level 3 of the Supervisors / Foreman Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Problem Solving • Planning and Organising • Organisational awareness	• Discipline Specific Skills • People Management • Task Management • Workplace Safety • Budgeting	• Interpersonal Relationship • Communication • Service Delivery Orientation	• Action & Outcome Orientation • Resilience • Ethics & Accountability	• Direction Setting • Impact and Influence • Team Orientation • Coaching and Mentoring

SUPERINTENDENT: CIVIL MAINTENANCE - KLAWER

Key performance areas: To exercise management, control and supervision over the personnel, equipment, vehicles, functions and activities of the civil engineering services branch in Klawer to ensure the maintenance and effective functioning of the water-, sewerage-, storm water- and road networks and plants and community facilities of the municipality • Performs sanitary services • Performs certain technical, administrative and other tasks and duties associated with above functions • Purchase of of materials, supplies, tools, equipment or fuel for his/her branch • Performs functions/duties associated with the transportation of personnel, tools, equipment, materials and refuse • Driving / operating of certain municipal

vehicles • Performs other general administrative functions • The full scope of duties is contained in the job description

Minimum requirements: Grade 12 or equivalent technical qualification; • Trade Tested Artisan · 3 – 5 years relevant experience • Valid code C driver's license with Public Driver's Permit (PDP) • Computer Literacy: MS Office • Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Must be able to do elementary surveys and calculations • Good human relations, leadership qualities, communication- and organisational skills

Salary: R368 760 per annum (TASK post level T12) and participation in the Municipality's Essential Motor Vehicle Scheme, if required (subject to certain conditions)

Enquiries: Mr Mark Owies

The Competency level for this position is a level 3 of the Supervisors / Foreman Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Problem Solving • Planning and Organising • Organisational awareness	• Discipline Specific Skills • People Management • Task Management • Workplace Safety • Budgeting	• Interpersonal Relationship • Communication • Service Delivery Orientation	• Action & Outcome Orientation • Resilience • Ethics & Accountability	• Direction Setting • Impact and Influence • Team Orientation • Coaching and Mentoring

DIRECTORATE CORPORATE SERVICES

HUMAN CAPITAL OFFICER: LABOUR RELATIONS

Key performance areas: Prepare and coordinate disciplinary and grievance procedures in accordance with prescribed policies and collective agreements • Prepare and represent the municipality in cases referred for conciliation/arbitration at the Bargaining Council or CCMA when and where required • Arrange disciplinary hearings and Local Labour Forum meetings • Perform all administrative tasks relating to the Local Labour Forum and its sub-committees • Report to Bargaining Council on the functioning of the Local Labour Forum • Draft items to the Local Labour Forum and to Council • Provide advice and assistance to management regarding employee relations issues • Assist manager with control procedures/processes associated with maintaining employment relations and industrial peace • Allocate work to subordinates and conduct functional meetings with subordinates • Advise, negotiate and consult with various stakeholders disciplinary and grievance and incapacity processes • Initiate and chair of disciplinary and incapacity processes •Advise management and staff on grievance and disciplinary processes • Preparing reports on disciplinary/grievance cases referred and attended to, outlining outcomes/awards for submission to the Manager: Human Capital • Maintaining case files containing all documents, correspondence and outcome/award determination and/or accessing/retrieving information upon request • Ensure that the Municipality complies with Labour Legislation • Liaise with management, employees and unions to keep them informed regarding Labour Relations matters • Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the

functionality • Keep abreast of developments, legislative changes and emerging trends in the profession • The full scope of duties is contained in the job description

Minimum requirements: A relevant 3-year tertiary qualification in Human Resources Management or related field (Labour Law) • 2 – 5 years' relevant experience • Valid code B driver's license • Computer Literacy: MS Office • Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Good human relations, attention to detail, negotiation, communication- and organisational skills

Salary: R368 760 per annum (TASK post level T12, subject to TASK post evaluation)

Enquiries: Mrs Marianna Bester

The Competency level for this position is a level 2 of the Human Resources Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	**Functional Competencies**	**Public Service Orientation Competencies**	**Personal Competencies**	**Management / Leadership Competencies**
• Organisational Awareness • Consulting • Planning and Organising • Monitoring & Control • Negotiation • Oral Communication • Written Communication	• Change Management • HR Technology/Information Management • HR Service Delivery • Strategic HR Management • Talent Management • Workforce Planning • Learning & Development • Occupational Health & Safety • Compensation & Benefits Management • Performance Management • Employee Wellness • Industrial & Labour Relations	• Interpersonal Relationship • Communication • Service Delivery Orientation	• Action & Outcome Orientation • Conflict Management • Resilience • Learning Orientation • Accountability & Ethical Conduct • Problem Solving & Analysis	• Direction Setting • Impact and Influence • Coaching and Mentoring • Team Orientation

PLEASE NOTE:

- Enquiries can be made at telephone number (027) 201 3300.
- A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home-owners subject to certain conditions.
- Canvassing with any councillor and/or any member of the selection panel and/or any staff member of the municipality is inadmissible and will disqualify applicants immediately.
- If an applicant has not been contacted within 6 weeks after the closing date for applications, it must be accepted that the application was unsuccessful.
- All applicants will be subjected to reference checks from previous and current employers, verification checks of qualifications and criminal record.
- By applying for any of these positions, the candidate consents to verification checks of qualifications and criminal record and must complete the consent form attached to the application form.

- A Valid SAPS Clearance Certificate or proof of application must accompany the application. Applicants must provide a valid police clearance certificate, not older than six (6) months, on the date of the interview.
- The municipality reserves the right not to make an appointment.
- The Municipality is an equal opportunity employer in terms of the Employment Equity Act and its Employment Equity Plan and preference will be given to candidates meeting the municipality's goals in terms of its Employment Equity Plan.
- Should there be any errors or omissions on this advert, the relevant job description, grading and/or municipal policies will supersede such error or omission.

A prescribed application form is available at Ms Bongeka Mpahla and Ms Imelda Bowers (at tel. nr 027-201 3300 / 3474 / 3392). The completed application form, a Curriculum Vitae and original certified copies of qualification certificates, ID and other relevant documentation can be mailed, or hand delivered before the closing date for the attention of Ms Cathy le Fleur.

CLOSING DATE: MONDAY, 6 MAY 2024 AT 17H00

KINDLY COMPLETE A SEPARATE APPLICATION FORM FOR EACH VACANCY THAT YOU WANT TO APPLY FOR.

ONLY hard copy applications will be considered. **NO** applications received electronically or by fax will be accepted.

LJ PHILLIPS
MUNICIPAL MANAGER

Municipal Offices,
Kerk Street 37,
PO BOX 98, VREDENDAL, 8160

REF NO: V3/2024