



EXTERNAL VACANCY

RE-ADVERTISEMENT

The Dr Beyers Naude Local Municipality, with its Head Office in Graaff-Reinet and satellite offices in Aberdeen, Nieu-Bethesda, Willowmore, Rietbron, Wolwefontein, Steytlerville, Jansenville and Kliplaat located in the Sarah Baartman District in the Eastern Cape, seeks a competent and visionary leader to head the Directorate Community Services. Applications are invited from suitably qualified persons with innovative and strategic thinking ability, strong communication skills, and a quality and results-driven attitude for the following position.

**POSITION: DIRECTOR COMMUNITY SERVICES
(PERMANENT POSITION)
REF NO: 02/2025**

Annual total remuneration package (in terms of Government Gazette No.50737 dated 30 May 2024)	Minimum	Midpoint	Maximum
	R965, 958	R1, 103 953	R1,224 083

Terms of appointment:

A **permanent** appointment (in terms of the Local Government: Municipal Systems Amendment Act, 2022 (Act 3 of 2022), published under Government Gazette No. 46740, dated 17 August 2022, including the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act, 2000 (Act 32 of 2000), and declaration of financial interest.

Requirements:

- ✓ Appropriate B. Degree in Social Sciences, Public Administration, Law, Public Safety and/or equivalent
- ✓ Good knowledge and understanding of institutional governance systems and performance management, public safety and parks and recreational management
- ✓ Ability to be an innovative and strategic leader
- ✓ Good facilitation and communication skills in at least two of the three official languages of the Eastern Cape
- ✓ Extensive knowledge and experience of local government legislation
- ✓ Extensive knowledge and experience of local government environment and systems is essential
- ✓ Extensive knowledge and experience of labour legislation, policies and related processes is a prerequisite
- ✓ Knowledge and experience of Local Government unionized environment is important
- ✓ A minimum of five (5) years' experience in Middle Management, preferably in Local Government is a requirement
- ✓ A valid Code EB driving license
- ✓ Remuneration will be strictly based on the results of the competency assessment as provided for in the latest gazette for remuneration of Senior Managers in Local Government

- ✓ Certificate in Municipal Finance Management (MFMP) (SAQA qualification ID No. 48965) for Senior Managers of Municipalities, as provided for in Regulation No. 40593. Municipalities were granted exemption from Regulation 15 and 18 of Government Gazette 29967, under Notice No. 40593 of February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment.

Core competencies:

As stipulated in the Regulations on appointment and Conditions of Service for Senior Managers, potential candidates must possess essential competencies attached to the position.

Knowledge:

Relevant policies and legislations related to the position; Institutional governance systems and performance management; familiar with council operations and delegation of powers as well as: –

- ✓ Waste Management
- ✓ Cemetery Management
- ✓ Protection Services
- ✓ Parks and Recreation Management
- ✓ Environmental Health
- ✓ Library Services

Core functions / Performance areas:

- ✓ Provide and be responsible for the Management of Traffic, Fire Services
- ✓ Be responsible for Waste Management, Libraries, Disaster Management, Parks and Recreational Services
- ✓ Manage and comply to related policies & legislation.
- ✓ Prepare and coordinate departmental budget and reports.
- ✓ Plan and project, manage the development of Facilities.
- ✓ Build partnership with the private sector communities.
- ✓ To provide leadership on all levels within the directorate.
- ✓ To advise Council on all relevant planning and development matters.
- ✓ Manage the Departmental budget.
- ✓ Enhance Inter-Governmental Relations to address social issues that are not in Municipal competencies; and combat crime by cooperating closely with law enforcement agencies, amongst other.

Proof of academic qualifications:

All applications must be accompanied by certified copies of academic qualifications and curriculum vitae; Short-listed candidates will be required to perform competency assessment as per relevant Regulations; Verification of qualification security vetting and criminal record will be conducted only to shortlisted candidates; Should it be necessary to determine equivalence of qualification and/or verification/confirmation of same, this should be established via relevant verification authority and the responsibility for such will rest with the applicants; Council reserves the right to verify/confirm any qualifications should it wish to do so with relevant verification authority. False and/or fraudulent information provided will automatically disqualify the applicant.

General:

- ✓ The successful applicant will be signing an employment contract, performance agreement and disclosure of financial interest

- ✓ The Municipality reserves the right not to make an appointment
- ✓ Candidates must be willing to be subjected to an interview and evaluation process
- ✓ Applicants must be willing to provide permission for qualifications, credit and criminal record verification.

Applications and Conditions of Employment:

All applications MUST be submitted on the prescribed application form for employment as per Annexure C of the Local Government: Regulation on appointment and conditions of employment of Senior Managers, obtained from our website at www.bnlnm.gov.za it can also be requested from our Human Resources Section at wesselsh@bnlnm.gov.za . The application form **MUST** be accompanied by a detailed curriculum vitae, plus certified copies of all qualifications held by applicants and all requirements listed as per advertisement, the names of three references from current and previous employers, including their current e-mail address, which must reach the Office of the Municipal Manager, Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, email address, klassend@bnlnm.gov.za not later than **Thursday, 27 February 2025**. Late applications will not be considered.

Applicants who have not been contacted within six weeks from the closing date should consider themselves unsuccessful. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. The Council reserves the right not to fill the vacancy.

PLEASE NOTE:

Dr. Beyers Naude Municipality is committed to employment practices and affirmative action that redress past imbalances in respect of race, gender, creed & disability. This position targets the underrepresented categories within Senior Management specifically, therefore the recruitment and selection process will be made in accordance with Council's Employment Equity Plan, which ensures representation of designated groups, including those with disabilities.

DR E.M. RANKWANA
MUNICIPAL MANAGER

P.O. Box 71
Graaff-Reinet
6280

Tel : 049 8075700
Fax: 049 8910914

Notice No: 02/2025

**ANNEXURE B
APPLICATION FORM FOR EMPLOYMENT**

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.						
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.						
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.						
4. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the suitability of the applicant.						
5. This form is designed to assist municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)						
DETAILS OF THE ADVERTISED POST (as reflected in the advert)						
Advertised post applying for						
Reference number						
Name of the Municipality						
Notice service period						
PERSONAL DETAILS						
Surname						
First Names						
ID or Passport Number						
Gender	Male		Female			
Race	African		White	Coloured	Indian	
Do you have a disability?	Yes	No	If yes, elaborate			
Are you a South African Citizen?	Yes	No	If not, what is your nationality?			
			Do you have a valid work Permit?		Yes	No
Do you hold a professional membership with any professional body?	Yes	No	Name of professional body	Membership Number	Expiry date	
CONTACT DETAILS						
Telephone number during office hours	()					
Mobile phone number						
Postal address						
						Code:
Email Address						
Preferred language of communication						
QUALIFICATIONS (please elaborate on your CV)						
Highest educational qualification obtained						
Name of the School	Highest Grade		Year Obtained			
Highest tertiary qualification obtained						
Name of Institution	Name of a qualification	NQF level	Year Obtained			

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WORK EXPERIENCE(please elaborate on your CV)

Employer (starting with the most recent)	Post held	From		To		Reason for leaving
		Month	Year	Month	Year	

DISCIPLINARY RECORD

Have you been dismissed for misconduct during the past ten (10) years?	Yes		No	
If yes, Name of Municipality/ Employer				
Type of a Misconduct/ Transgression				
Date of Resignation/ Disciplinary case finalised/Dismissal				
Award/ sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	Yes		No	

CRIMINAL RECORD

Have you been convicted of any criminal offence in a court of law during the past ten (10) years?	Yes		No	
If yes, type of criminal act				
Date criminal case finalised				
Outcome/ Judgment				

REFERENCES (please elaborate on your CV)

Name of Referee	Relationship	Tel (office hours)	Cellphone Number	Email

DECLARATION

I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.

Signature: _____ Date: _____