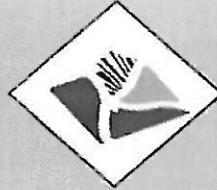


VACANCY VAKATURE



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

(DIRECTORATE: CORPORATE SERVICES)

COORDINATOR: THUSONG CENTRE

REFERENCE 43/2023

PERMANENT APPOINTMENT

Salary : R245 098.94 – R318 155.84 per annum (T10)
Additional benefits : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13th cheque and group life insurance

REQUIREMENTS

(Related proof / documentation must accompany application)

- Grade 12
- 3-Year Tertiary qualification in Community Development / Public Administration with a minimum of 3-year experience OR Matric with a minimum of 6 years experience
- Valid Code 08 driving licence
- Computer literacy in MS Office package

REQUIRED COMPETENCE

Key Professional Competencies	Functional Competencies	Public Service Orientation	Personal Competencies	Leadership Competencies
<ul style="list-style-type: none"> • Hulpbron bestuur • Koördinasie tussen departemente • Gemeenskapontwikkeling 	<ul style="list-style-type: none"> • Tegnieuse en professionele vaardigheid of kennis in projekverwante areas • Verstaan projekbestuur • In-diepte kennis van standarde en operasionele kriteria • Probleemidentifikasie 	<ul style="list-style-type: none"> • Able to establish rapport and gets on with others; • Communicates effectively; • Acknowledges contributions of others • Relates to people at all levels of the municipality; • Shows confidence in engagement with interna and external stakeholders. • Demonstrates effective oral and written communication; • Adapts communication content and style according to the audience including managing body language effectively; • Delivers messages in a manner that gains support, commitment and agreement; • Communicates effectively with people at all levels within the municipality; • Listens well and is receptive and encourage participation and mutual understanding 	<ul style="list-style-type: none"> • Enthusiastic in new management projects; • Push others to meet deadlines. • Maintain and develop contact with others. • Continue to try to improve, despite setbacks or other limitations. 	<ul style="list-style-type: none"> • Provide guidance to others, • Self motivation to deliver quality work within deadline.

KEY PERFORMANCE AREAS

- Manage and supervision of centre personnel; Identify capacity building needs of centre personnel; Provide customer service to all personnel;
- Recommend training for centre personnel; Facilitate availability and signing of Service Level Agreements; Prepare and monitoring of evaluation reports;
- Analysis of statistics of service delivery; Ensure that service providers comply to service delivery improvement plans; Ensure provision of services in line with the SLA; Responsible for the promotion and marketing of centre;
- Responsible for assets management of centre; Ensure that record keeping takes place; Coordinate all the centre's management committee meetings;
- Provide weekly and monthly reports to the municipality and the management committee

ENQUIRIES: ADV. H CONSTABLE (028) 551 8000

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to hrapplications@kannaland.gov.za. Application forms can be obtained from the Municipal website at www.kannaland.gov.za and must reach the Human Resources section on or before 02 May 2023 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

Disqualification:

Please note that the following will result in disqualification:

1. **Non-submission of copies of academic qualifications/records.**
2. **Canvassing with Councillors.**
3. **Submission of fraudulent qualifications and/or documents.**

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity.

Preference will be given to applicants from the designated/underrepresented groups.

CLOSING DATE: 02/05/2023

**MM HOOGBAARD
MUNICIPAL MANAGER**

