

**DIRECTORATE COMMUNITY SERVICES
ENVIRONMENT AND FACILITIES
TECHNICIAN: ENVIRONMENTAL RESOURCE MANAGEMENT (REFERENCE: COM
409) (CONTRACT ENDS MAY 2025) - HEAD OFFICE**

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- Relevant 3 years Tertiary qualification preferably in Environmental Management / Environmental Science / Environmental Health or related qualification (NQF Level 6)
- Knowledge of relevant legislation about Environmental Management and Local Government.
- A valid Code EB driver's license.
- Computer literacy Certificate (MS Office Applications).
- 2-5 Years of relevant experience.
- Good management, human relations, interpersonal and communication skills.
- Analytical skills, good communication skills, and networking skills.
- Ability to work under pressure.
- Must have own transport.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English, or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position whereby the employer reserves the right to institute a performance management program.

Competencies

No	Category	Competency
1.	Core Professional Competencies	<i>Communication Attention to Detail Planning and Organising Conceptual Thinking Evaluation and Research Information Management</i>
2.	Functional Competencies	<i>Analytical skills Advocacy / Negotiation; Health Surveillance of Premises Communicable diseases management (except immunizations); Environmental Pollution Control; Disposal of the Dead; Health Promotion; Vector Control; Project Management & Financial Management</i>
3.	Public Service Orientation Competencies	<i>Service Delivery; Orientation; Interpersonal; Relationships; Client Orientation and Customer Focus</i>
4.	Personal Competencies	<i>Action and outcome orientation; Attention to Detail; Flexibility Learning orientation and Integrity</i>
5.	Management / Leadership Competencies	<i>Impact and Influence Team Orientation Direction Setting Coaching and Mentoring</i>

Duties:

- Conducting research into best practices to provide relevant inputs when required.
- Collating information to provide assistance in the drafting of a conceptual framework of current and future interventions necessary to support core service delivery areas.
- Assisting with the development of Terms of References for identified projects and initiatives which includes draft project plans.
- Providing assistance with drafting proposals for funding applications relating to projects and interventions either through municipal operating budget or external funding.
- Participating, when required, on behalf of the immediate superior, in the in National and Provincial Government forums, meetings, workshops, etc.
- Participating in governmental working groups as and when required
- Performing general reporting obligations regarding the preparation of reports to National and Provincial Environmental Affairs.
- Providing input into investigational and productivity reports as required by relevant legislation for submission to the immediate superior for consideration and inclusion into Council agendas/reports and/or forwarding to the appropriate government departments.

- Providing support with regards to responding, through the collection of factual information and/or conducting the necessary investigation/research, to enquiries and concerns on issues pertaining to the functionality from the general public, government departments, etc.
- Providing assistance with regards to communicating with external departments on issues pertaining to environmental management.
- Providing assistance relating to the development of River Maintenance Management Plans.
- Providing assistance relating to developing and reviewing the municipal Alien Invasive Species strategy.
- Providing assistance relating to the development of Management Unit Clearing Plans for municipal properties infested with Alien Invasive Species as required by the National Environmental Management Biodiversity Act (NEMBA).
- Communicating with the community and businesses during formal awareness initiatives and making available information and advice on acceptable environmental management practices and procedures
- Explaining the advantages of specific applications such as recycling to support waste minimization.
- Providing assistance relating to developing the municipal biodiversity strategy.
- Providing support relating to drafting management plans for municipal conservation areas as required by the NEMBA.

Salary: R 319 809.96 per annum (Post level T11 of a Grade 4 Municipality)

Interested candidates must complete an official application form which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and main Office at Ceres. **(applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references (with the email address of referent) to the Human Resource Manager, PO Box 44, Ceres, 6835 or Fax to 023 – 3161877 or E-mail to: admin@witzenberg.gov.za. For further inquiries, you may contact Mrs. IM Barnard or Mr. H Arendse at the Human Resources Department at Telephone number 023 – 3161854.

Closing Date: 04 JUNE 2024 BEFORE 12H00

Please Note: Canvassing of Councilors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply in terms of the Employment Equity Act)

David Nasson
Municipal Manager
 04/03/3

21 MAY 2024