

**DIRECTORATE MUNICIPAL MANAGEMENT
LOCAL ECONOMIC DEVELOPMENT
MANAGER: LOCAL ECONOMIC DEVELOPMENT (REFERENCE: MUN 10) - HEAD OFFICE
PERMANENT APPOINTMENT - CERES**

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

Requirements:

- Relevant 3-year Tertiary qualification.
- Valid Code B Driver's License
- Computer Literate (MS Applications)
- 5 - 8 years' relevant experience.
- Demonstrated knowledge and understanding of Local government legislation, constitutional mandate, local economic development project and programme management, SCM processes, and MFMA requirements.
- Demonstrates understanding of the roles, interactions, and complexities of the three spheres of government in economic empowerment and development.
- Must be fit and healthy to carry out duties.
- Good eyesight, hearing, and speech ability
- Must be able to function effectively in difficult working conditions.
- Must be mentally fit and able to do the work.
- 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	Research and Analysis, Public Consultation, Socio-Economic / Socio-Political Awareness and Planning and Organising
2.	Functional Competencies	Strategic Planning and Strategy Formulation; Programme and Project Management; Financial Management; Information Products and Reporting and Resilience
3.	Public Service Orientation Competencies	Interpersonal Relationships; Communication; Service Delivery Orientation; Client Orientation and Customer Focus
4.	Personal Competencies	Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem-Solving; Accountability and Ethical Conduct
5.	Management / Leadership Competencies	Impact and Influence; Team Orientation; Coaching and Mentoring; Strategic Capability and Leadership

Duties:

- Manage the performance of subordinates concerning daily routine and ensure that duties are carried out correctly.
- Advising supply chain management procurement on implementation of LED Policy
- Develop business plans with subordinates to achieve the objectives that has been set for the LED unit.
- Manage and control the implementation of procedures and systems associated with statutory requirements.
- Manage and control the implementation of related Council policies on social and economic development management and the provision of services in the municipal area.
- Devise the strategic development direction of the Municipality in consultation with the Director of Community Services
- Manage the scope and procedural requirements associated with the provision of services and development needs of the community.

- Monitor the synergy of operation among the team members of the Sections Economic Development to achieve consistency of outputs.
- Achieve common outputs in line with the Council's service delivery objectives by both internal and external functional units.
- Advising Municipal Manager and Municipal Departments on EPWP-related matters
- Developing, planning, formulating, and enforcing compliance with EPWP policy
- Managing compilation of EPWP business plans for submission to the Department of Public Works
- Represent Municipality as EPWP Champion on District, Provincial, and National forums and platforms.
- Compile operation budgets in conjunction with personnel for operational needs.
- Submit Sectional information while compiling the Directorate's operational and capital budget.
- Allocate the approved budget between the Sub-Sections
- Manage and monitor the implementation of procedures and systems associated with legal and statutory requirements.
- Manage the operational activities of the subsections to provide professional services.
- Manage the implementation and adherence to safety regulations regarding the personal safety of personnel (protective clothing and equipment before the commencement of work
- Manage, direct, and control the outcomes associated with utilization, productivity, and performance of personnel In the Local Economic Development Section
- Conduct functional management by continuous evaluation and assigning of functions and activities of Sections, distribution of competencies, and establishing personnel requirements.
- Convene report-back meetings with personnel and attend Sectional meetings with staff.
- Manage the formulation of specific contracts, and tender documents and control contractual obligations.
- Verify details, terms and conditions, and specifications, and establish that it conforms to policies, regulations, and procedures.
- Participate in the appointment process, and brief Consultants and Contractors on the terms and scope of the tender or contract.
- Disseminate functional and operational information on short-, medium- and long-term objectives and current developments, problems, and constraints.
- Attend LED meetings of Regional Forums to facilitate functional information and to invite public comment.
- Participate in various meetings (Council, internal and external forums) and provide comments and opinions on matters concerning functionality.
- Manage the implementation of procedures and systems associated with document flow, quality systems, and statutory and audit requirements.
- Attend meetings on behalf of the Management Team of the Directorate and participate in corporate decision-making, policy formulating, and financial and functional planning processes.
- Maintain contractual procedures to facilitate the assessment of financial and administrative implications to the Directorate.

**Salary: R 621 261,12 per annum (Post level T16 of a Grade 4 Municipality)
(Only Salary – Excluding Benefits)**

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 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: 07 JUNE 2024 BEFORE 12H00

Please Note: Canvassing of Councillors 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 Employment Equity (in terms of the Employment Equity Act)

**D Nasson
Municipal Manager
04/03/24**