

GOVAN MBEKI LOCAL MUNICIPALITY



VACANCY ADVERTISEMENT

To visit the Municipal Website
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Head Office: Central Business Area, Horwood Street, Secunda, P/Bag X 1017, Secunda, 2302, Tel: 017 620-6000
Please contact our website for further details: www.govanmbeki.gov.za

PLEASE NOTE:

- **Interested applicants meeting the requirements should forward the following:**
 1. Fully completed official Application Form which is available at the Secunda Main Offices, All Regional Offices as well as the on the Municipal Website www.govanmbeki.gov.za;
 2. Detailed CV, Certified Copies of Qualifications and Identity Document
 3. **Applications not submitted with the fully Completed Official Application Form will not be considered**
 4. **Applications with Foreign Qualifications must be attached with a SAQA verification document.**
- **All short-listed applicants will be required to produce their original qualifications/documents at the interviews. Failure to comply will result in disqualification.**
- Applications must be addressed to: The Manager Human Capital, Private Bag X1017, Secunda, 2302. Faxed or e-mailed applications will not be considered.
- Applications can be submitted at all Municipal Offices throughout the Govan Mbeki Municipal jurisdiction.
- Communication will only be between the recruitment section and shortlisted candidates. Applicants who have not been contacted within thirty (30) days of the closing date should consider their applications unsuccessful.
- The Govan Mbeki Municipality reserves the right not to make an appointment and to re-advertise positions.
- The submission of an application gives Govan Mbeki Municipality the right to perform reference checks from current and previous employers as well as academic institutions and SAQA
- The successful applicant must enter into a Performance Agreement with the Employer
- People with disabilities are encouraged to apply and an indication in this regard will be appreciated.

INTERNAL / EXTERNAL RE-ADVERTISEMENT

CLOSING DATE: WEDNESDAY, 17 JULY 2024 at 12:00

DEPARTMENT PLANNING AND ECONOMIC DEVELOPMENT

MANAGER: HUMAN SETTLEMENTS

(REF: 2024-2025/01)

Requirements:

- Grade 12
- B Degree in Social Sciences / Town and Regional Planning / Bachelor of Public Administration or equivalent
- Five (5) years' experience in the field of Human Settlements in Local Government
- Valid Code B (08) Driver's License
- Computer Literacy
- Well-developed interpersonal and managerial skills
- Ability to communicate to all levels of Stakeholders [Internal and External (Community Members)]
- Strategic, organizational, creative and innovative thinking skills

The successful applicant / candidate must possess competencies as published in Annexure A of the Local Government: Municipal Staff Regulations promulgated in Government Gazette 45181 of 20 September 2021

Key Performance Areas:

- Facilitation and management of all Human Settlements projects within GMM area of jurisdiction
- Liaison with Civil Engineering Services and Energy Departments in all aspects affecting Human Settlements delivery
- Advice Council on social compact agreements for new projects and work with Civil Engineering Services and Energy Departments on Land Availability and Service Agreements for new Human Settlements projects
- Drafting of Human Settlements Policies
- Promote good relations with communities and Ward Councilors by reporting on progress and broader sharing of information relating to Human Settlements.
- Co-ordinate, Draft and submit monthly & quarterly Sectional reports
- Sectional Human Resource and Performance Management
- Advice Council on Human Settlements legislation
- Management of Council resources vehicles, work equipment, stationery, furniture within the Section:
- Management of hostels and redevelopment
- Section Budget control

BASIC ANNUAL SALARY: R 550 188.00 per annum (post level 3) plus normal company benefits Including travelling and non-pensionable allowance

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