



## UMVOTI MUNICIPALITY

Greytown is Head Office of the Umvoti Municipality and is situated 75 km north of Pietermaritzburg and about 125 km from the district municipality in Dundee.

Applications are invited from suitably qualified candidates to apply for the strategic senior management position based at Umvoti Municipality in Greytown.

<b>Director Planning and Economic Services</b>	
<b>Reference Number</b>	KZ245PED001
<b>Occupational Category</b>	Senior Management
<b>Annual Remuneration Package</b>	An all-inclusive annual remuneration package as per Government Notice 352 of Local Government Gazette 43122: Upper limit of total remuneration package payable to Managers directly accountable to Municipal Managers. An inclusive annual total remuneration package payable Minimum: R884, 772.00, Midpoint: R994, 126.00 Maximum: R1, 087,610.00).
<b>Term of Appointment</b>	Permanent employment contract
<b>Key Requirements</b>	<ul style="list-style-type: none"> <li>• 5 years relevant experience at a middle or senior management level or equivalent coupled with knowledge of town planning, economic development and housing and local government, ability to communicate with people at all levels.</li> <li>• Have proven successful Professional Developmental/Town and Regional experience.</li> </ul>
	<ul style="list-style-type: none"> <li>• Must be a South African citizen.</li> <li>• A Bachelor of Science Degree in Building Sciences/ Architect/ Bachelor Degree in Town and Regional Planning or Development Studies or equivalent.</li> <li>• Compliance with all requirements as contained in the Municipal Regulations on Minimum Competency Levels as per Government Notice No. R493 Gazette No. 29967 of 15 June 2007 (as amended by the Municipal Amendment Regulations Notice No. 1146 of Government Gazette 41996 Minimum Competency Levels, 2018). If a newly appointed person is not in possession of this Competency, s/he must attain the minimum competency levels within 18 months from the date of appointment as per Notice No. 91 of Government Gazette 40593 of 2017, failure which the employment contract will terminate automatically within one month after the applicable period.</li> <li>• Valid Code EB Driver's Licence.</li> <li>• May not hold political office in a political party in either permanent, temporary or acting capacity.</li> <li>• Fluent in both IsiZulu and English</li> <li>• High level of integrity and honesty.</li> <li>• Must have no criminal record.</li> <li>• Added advantage: Project Management certificate or diploma;</li> <li>• Registration as a Professional Planner in accordance with the Planning Professions Act 36 of 2002.</li> </ul>
<b>Knowledge and Skills</b>	<p>Knowledge and understanding of relevant policies and Legislation.</p> <p>Understanding of institutional governance systems and performance management.</p> <p>Knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act, 2000 as amended.</p> <p>Understanding of Town and Regional planning, GIS and IDP planning processes and Local Government processes.</p> <p>Knowledge of Spatial, town and development planning, and Geographic information systems.</p> <p>Communication and negotiating skills at all levels of Government.</p> <p>Problem resolution, problem solving and ability to be decisive.</p> <p>Written and communication (written and verbal) skills.</p> <p>Knowledge and understanding of computer packages (MS Word, Excel,</p>

	PowerPoint and Outlook)
<b>Competencies</b>	<p>The following competencies as prescribed in Government Notice 21 Government Gazette 37245 are essential:</p> <ul style="list-style-type: none"> <li>• Leading competencies: Strategic leadership and management, People management, Programme and project management, Financial management, Change leadership and Governance leadership.</li> <li>• Core competencies: Moral competence, Planning and organizing, Analysis and Innovation, Knowledge and Information management, Communication and Results and quality focus.</li> </ul>
<b>Key Performance Areas</b>	<ul style="list-style-type: none"> <li>• Fulfil the role of Head of Planning and Economic Services Department; Administration and management of the planning and economic services department and its human resources; Provide strategic leadership in the functions consisting of Development Planning Management Functions, Town &amp; Regional Planning, Local Economic Development, IDP Public Participation &amp; Communications, Housing, Building Control Functions, Tourism; Plans and manages and directs the key performance areas and result indicators for Planning Units associated with the planning, building of physically, socially and economically sustainable communities through spatial planning and development framework; service standards and acquisitions; management of strategic municipal property town planning; formulation of contracts and project plans for approval and execution, and application of policies and procedures for effective IDP and delivery; in order to ensure priorities identified in the Integrated Development Plan &amp; SDBIP are afforded adequate attention.</li> </ul>

<b>Director Technical Services</b>	
<b>Reference Number</b>	KZ245TS001
<b>Occupational Category</b>	Senior Management
<b>Annual Remuneration Package</b>	<p>An all-inclusive annual remuneration package as per Government Notice 352 of Local Government Gazette 43122: Upper limit of total remuneration package payable to Managers directly accountable to Municipal Managers. An inclusive annual total remuneration package payable Minimum: R884, 772.00, Midpoint: R994, 126.00 Maximum: R1, 087,610.00).</p>
<b>Term of Appointment</b>	Permanent employment contract
<b>Key Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor of Science Degree in Engineering/ BTech: Engineering; or equivalent</li> <li>• 5 years relevant experience at a middle management level, or as programme / project manager, and 3-4 years must be at professional/ Management level engineering management experience.</li> </ul>
	<ul style="list-style-type: none"> <li>• Must be a South African citizen.</li> <li>• Compliance with all requirements as contained in the Municipal Regulations on Minimum Competency Levels as per Government Notice No. R493 Gazette No. 29967 of 15 June 2007 (as amended by the Municipal Amendment Regulations Notice No. 1146 of Government Gazette 41996 Minimum Competency Levels, 2018). If a newly appointed person is not in possession of this Competency, s/he must attain the minimum competency levels within 18 months from the date of appointment as per Notice No. 91 of Government Gazette 40593 of 2017, failure which the employment contract will terminate automatically within one month after the applicable period.</li> <li>• Valid Code EB Driver's Licence.</li> <li>• May not hold political office in a political party in either permanent, temporary or acting capacity.</li> <li>• Fluent in both IsiZulu and English</li> <li>• High level of integrity and honesty.</li> <li>• Must have no criminal record.</li> <li>• Added advantage: Project Management certificate or diploma;</li> <li>• Registration as a candidate with Engineering of South Africa in terms of Engineering Profession Act 46 of 2000.</li> </ul>

<b>Knowledge and Skills</b>	<p>e and understanding of relevant policies and Legislation. nding of institutional governance systems and performance management. ledge of the public office environment, and formulate engineering master planning, project management and</p> <p>ge of Supply Chain Management Regulations and Preferential olicy Framework Act, 2000 as amended. unication and negotiating skills at all levels of Government. t resolution, problem solving and ability to be decisive. nal and communication (written and verbal) skills. ge and understanding of computer packages (MS Word, Excel,</p>
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	PowerPoint and Outlook)
<b>Competencies</b>	<p>The following competencies as prescribed in Government Notice 21 Government Gazette 37245 are essential:</p> <ul style="list-style-type: none"> <li>• Leading competencies: Strategic leadership and management, People management, Program and project management, Financial management, Change leadership and Governance leadership.</li> <li>• Core competencies: Moral competence, Planning and organizing, Analysis and Innovation, Knowledge and Information management, Communication and Results and quality focus.</li> </ul>
<b>Key Performance Areas</b>	<p>Administration and management of the technical services department and its Human resources , Manage complex civil structures projects from conceptualization design contract management, quality assurance and compliance and ensure their proper integration to the municipality's overall plan ( IDP) , Perform financial monitoring through commissioning of the department within the budgetary constraints of the municipality, Manage all infrastructure related grant funding allocated to the municipality, Provide professionally advisory to the municipality on project conceptualization, design, project management and implementation, Oversee the management of all equipment and capital resources to ensure accountability by the department, Manage all departments contracts and tenders according to the approval of SLA's terms of reference in consultation with Supply Chain management Unit, , letter of appointment and contracted project time lines and as per project brief. Ensure proper infrastructure development and planning project management and administration, ensure diligent execution of municipal functions and management of the department in accordance with applicable legislation, review departmental plans and sector plans.</p>

<b>Director Corporate Services</b>	
<b>Reference Number</b>	KZ245CORP001
<b>Occupational Category</b>	Senior Management
<b>Annual Remuneration Package</b>	An all-inclusive annual remuneration package as per Government Notice 352 of Local Government Gazette 43122: Upper limit of total remuneration package payable to Managers directly accountable to Municipal Managers. An inclusive annual total remuneration package payable Minimum: R884, 772.00, Midpoint: R994, 126.00 Maximum: R1, 087,610.00).
<b>Term of Appointment</b>	Permanent employment contract
<b>Key Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Public Administration/Management science/Law or equivalent</li> <li>• 5 years relevant experience at a middle or senior management level</li> <li>• Have proven successful experience in administration.</li> </ul>
	<ul style="list-style-type: none"> <li>• Must be a South African citizen.</li> <li>• Compliance with all requirements as contained in the Municipal Regulations on Minimum Competency Levels as per Government Notice No. R493 Gazette No. 29967 of 15 June 2007 (as amended by the Municipal Amendment Regulations Notice No. 1146 of Government Gazette 41996 Minimum Competency Levels, 2018).If a newly appointed person is not in possession of this Competency, s/he must attain the minimum competency levels within 18 months from the date of appointment as per Notice No. 91 of Government Gazette 40593 of 2017, failure which the employment contract will terminate automatically within one month after the applicable period.</li> <li>• Valid Code EB Driver's License.</li> <li>• May not hold political office in a political party in either permanent, temporary or acting capacity.</li> <li>• Fluent in both IsiZulu and English</li> <li>• High level of integrity and honesty.</li> <li>• Must have no criminal record.</li> </ul>

<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Good knowledge and understanding of relevant policies and Legislation.</li><li>• Good understanding of institutional governance systems and performance management.</li><li>• Good knowledge of corporate support services, including<ul style="list-style-type: none"><li>• Human Capital management</li><li>• Legal Services.</li><li>• Facilities Management.</li><li>• Information communication technology; and</li><li>• Council Support</li></ul></li><li>• Good Knowledge of supply chain management and the preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);</li><li>• Good governance.</li><li>• Labour Relations Act and other labour related prescripts.</li><li>• Legal background and human capital management; and</li><li>• Knowledge of coordination and oversight of all specialized support function</li><li>• Good interpersonal and communication (written and verbal) skills.</li><li>• Knowledge and understanding of SAGE will be an added advantage</li></ul>
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<b>Competencies</b>	<p>The following competencies as prescribed in Government Notice 21 Government Gazette 37245 are essential:</p> <ul style="list-style-type: none"> <li>• Leading competencies: Strategic leadership and management, People management, Program and project management, Financial management, Change leadership and Governance leadership.</li> <li>• Core competencies: Moral competence, Planning and organizing, Analysis and Innovation, Knowledge and Information management, Communication and Results and quality focus.</li> </ul>
<b>Key Performance Areas</b>	<p>Administration and management of the corporate services department and its human resources, Human Resources Management: Personnel planning, provisioning, training, development, labour relations management and organizational development, Legal services,, Council support services, Employee Assistance, program , training and development, Administration and Archive , Committees, Municipal Estate Administration, Ward Committees, Public participation, Assets Administration , Occupational Health and safety, and Information Technology, Implementation and review departmental plans and sector plans.</p>

**The following will apply to all the above posts**

**Submission of Applications:** Applications should be submitted on Umvoti Municipality application form obtainable from the Municipality or at [www.umvoti.gov.za](http://www.umvoti.gov.za) and must be completed in full, failure which will result to disqualification. Originally certified copies of your identity document, license and qualifications not older than six (6) months, CV and particulars of at least three contactable work related references must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applicants.

**Conditions for Appointment:** The appointments will be made in compliance with Section 54A, 56 and 57 of the Local Government Municipal Systems 32 of 2000 read together with Local Government Performance Regulations, 2006 and Municipal Regulations on Minimum Competency Levels 2007 as amended, The successful candidate will have to undergo security vetting, criminal record checks, background screening; reference and previous employer checks, credit record check and qualification verification, competence assessment, be subject to the signing of Annual Performance Agreements, Signing of an Employment Contract and Disclosure of Financial Interest, A person to be appointed must have the competencies as set out in the Local Government Competency Framework for Senior Managers.

A Prescribed Application Form obtainable from Umvoti Municipality and its website, with a detailed CV, Originally Certified copies of documentation must be forwarded to **The Municipal Manager, Umvoti Municipality, P.O. Box 71, Greytown, 3250** or Alternatively dropped in the **Applications Box at Greytown Town Hall, Proof of Residence Office, 41 Bell Street, Greytown, 3250** (opposite ABSA Bank) before the closing date.

**Enquiries** regarding the post of senior manager can be directed to the Office of the Municipal Manager at 033-413 9101 during office hours.

**NOTE: Applications not made on the official form will not be considered.** Costs incurred for attending an interview and any relevant assessments will be for the candidate's own account.

- Umvoti Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- Canvassing for appointment will automatically disqualify an applicant.
- Correspondence will only be entered with shortlisted candidates.
- The municipality will not take responsibility for information not mentioned in applications.

- **NO** late, faxed, emailed applications or applications on Z83 form will be accepted.
- The municipality will not be held responsible for lost applications unless proof of receipt by the municipality is produced.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- Foreign qualifications accredited by the South African Qualification Authority only will be considered.
- The municipality reserves the right not to make any appointment.

**CLOSING DATE: 09 February 2024 at 12h00**



**Mrs. BJ Mchunu  
Acting Municipal  
Manager**

**P O Box 71  
Greytown  
3250**

**Notice No.**