

Directorate: Strategy, Economic Development and Planning

Executive Director

(ERRATUM: This is a permanent position - previously advertised as a 5-year contract. No need to reapply; previous applications will be considered)

Salary guideline: R970 000 per annum (Ref. 2011/40)

Sol Plaatje Municipality invites applications from suitably qualified and experienced individuals who possess the necessary skills and expertise to fill this Senior Management position.

Responsibilities: • The operations of the Directorate: Strategy, Economic Development and Planning, with specific reference to Integrated Development Planning, City Development Strategies (including GURP), Local Economic Development, Town Planning and Land Use Management
• Develop, maintain and perform ongoing review of policies relating to the operations of the Directorate, as well as of human resources and organisational arrangements in support of the functioning of the Directorate
• Render advice, guidance and support to Council and its entities regarding good governance, legislative compliance and legal and procedural matters pertaining to the functioning of the Directorate
• Manage the finances of the Directorate
• Integrate and align all programmes, projects and activities undertaken by the Directorate with the Municipal IDP and Budget.

Requirements: • A Bachelor's degree or equivalent qualification in the field of management
• Five years' Senior Management experience gained in an organisation of similar size and complexity
• Knowledge of town planning
• Experience in the field of socio-economic development and planning
• Knowledge of Institutional policy formulation, implementation, monitoring and evaluation
• Working knowledge of budgeting and financial management
• Computer literacy
• Strong envisioning and strategic thinking capabilities
• The ability to drive processes to conclusion
• The ability to facilitate multidisciplinary and cross-functional ways of working
• The ability to interact effectively with politicians and managers
• Sound knowledge of Local Government and its operations.

Directorate: Corporate Services

Executive Director

Salary guideline: R970 000 per annum (Ref. 2011/053)

Responsibilities: • Be responsible for the operations of the Directorate: Corporate Services, with specific reference to the Corporate Management Unit, Committee Secretariat, Employee Relations, Human Resources (Including Skills Development and Employment Equity), Auxiliary Services, Risk Management and Security
• Develop, maintain and perform ongoing review of policies relating to the operations of the Directorate
• Develop, maintain and perform ongoing review of human resources arrangements in support of the functioning of the Directorate
• Develop, implement and review organisational arrangements in support of the Directorate
• Render advice, guidance and support to Council and its entities regarding good governance, legislative compliance and legal and procedural matters pertaining to the functioning of the Directorate
• Manage the finances of the Directorate
• Integrate and align all programmes, projects and activities undertaken by the Directorate with the Municipal IDP and Budget
• Control and have overarching accountability for the line functions within the Directorate
• Perform other responsibilities and duties as determined in the job description.

Requirements: • A Bachelor's degree or equivalent qualification in the field of management
• Five years' Senior Management experience gained in the municipal environment
• Knowledge of institutional policy formulation, implementation, monitoring and evaluation
• Working knowledge of budgeting and financial management
• Computer literacy
• Strong envisioning and strategic thinking capabilities
• The ability to drive processes to conclusion
• The ability to facilitate multi-disciplinary and crossfunctional ways of working
• The ability to interact effectively with politicians and managers
• Sound knowledge of Local Government and its operations.

The Municipality subscribes to the principles of the Employment Equity Act.

Closing: 17 November 2011 @ 12:00

To apply, please forward the Sol Plaatje application form (not 283) accompanied by a covering letter, your CV and applicable certified copies of your ID and certificates to fax: 086 650 0314/086 644 1899 or e-mail: cjanse@solplaatje.org.za for attention: Miss Christine Janse. Applications can also be hand-delivered on the 3rd Floor, New Civic Building, c/o Bultfontein and Lyndhurst Avenues. Please remember to state the reference number and correct job title (vacancy). Applications will not be considered if received after the closing date or if incomplete (without application form and certificates).

Application forms can be obtained from the Sol Plaatje Municipality, Civic Building, www.solplaatje.org.za/work or ask for these per e-mail – cjanse@solplaatje.org.za

Telephonic enquiries: Miss Christine Janse, tel. (053) 830-6705.



Sol Plaatje Municipality