



Sol Plaatje Municipality invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

Executive Director: Infrastructure and Services

AA Appointment

Ref. No: 2023/006

Annual Total Remuneration Package: Between R1 242 662 (Minimum) and R1 669 319 (Maximum) as per Government Gazette No. 48789, of 14 June 2023.

Term of Appointment: Permanent Appointment.

Minimum Qualifications / Requirements: Bachelor of Science in Engineering / BTech Engineering, or equivalent.

Years of experience: ● 5 years' experience at middle management level, or as programme / project manager. ● 3 – 4 years' must be at professional / management level engineering management experience. ● CPMD or Municipal Financial Management Programme, if not already acquired, the incumbent will be required to complete the training within 18 months of the appointment date.

Added Advantage: ● Certificate of competency as required in terms of the general machinery regulations, 1988; or ● Registration with a recognised relevant engineering professional body.

Type of knowledge: ● Must be able to lead and manage complex engineering processes and / or departments. ● Good knowledge and understanding of relevant policy and legislation. ● Good knowledge and understanding of institutional governance systems and performance management. ● Must have extensive knowledge of the public office environment. ● Must be able to formulate engineering master planning, project management and implementation.

Competencies: ● **Planning:** Leads planning departments, play and integral role in the development of IDP and integrates planning across disciplines, and interprets and scope planning required for service delivery as required by master plans. Provides technical inputs on the preparation and implementation of programmes, projects, capital and operations and maintenance budgets. ● **Organisational Awareness:** Global awareness of the development in the infrastructure sector, understands the integration and intricacies of service delivery for economic and community development and must have understanding of governance and audit. ● **Design:** Conceptualises and determine design parameters for complex system and apply complex engineering knowledge skills and experience to prepare detailed production plans of infrastructure. ● **Project Management:** Employ analytical and methodical structuring of projects and project planning to ensure adequate control over projects and the efficient, effective and economic implementation thereof to the required quality and standard and within set time frames and budget. To initiate and oversee contracts in terms of GCC a, FIDIC, NEC and JBCC and engineering practice and terminates contracts where the contractor is in default. ● **Construction:** Manages the capital programme of the Municipality. ● **Operational and Maintenance:** Manages multiple departments and anticipate events, situation and incidents that may impact on the operation of the system. ● **Communication:** Liaise and negotiate with local communities, rate payers, the Municipal Council, Provincial and National departments and structures, state owned entities, professional bodies, voluntary associations, interest groups, developers, unions, local and international funder, the press, etc. ● **Service Delivery:** Must have an understanding and appreciation of the service delivery imperative and its demands on public servants. ● **Action and Outcome Orientation:** Focusing on ensuring strategy and programme / projects outcome are met. ● **Cognitive Ability:** Think out of the box and demonstrates insights that others don't have. ● **Accountability and Ethical Conduct:** Promote a transparent and accountable administration. ● **Direction Setting:** Organise resources and inspire others towards focused performance.

Key Performance Areas: ● Be responsible for the operations of the directorate: infrastructure and services with specific reference to electricity, water and sanitation, housing, solid waste, motor and mechanical workshops, transport and roads and stormwater. ● Be responsible for the development, maintenance and ongoing review of policies relating to the operations of the directorate. ● Develop, maintain and review human resources arrangements in support of the functioning of the directorate on an ongoing basis. ● 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. ● Be responsible for the financial management of the directorate. ● Integrate and align all programmes, projects and activities undertaken by the directorate with the municipality IDP and budget. ● Be responsible for control over and overarching accountability for the line functions within the directorate.

Please Note:

- Late applications will not be considered after closing date and time.
- Candidates are required to complete the prescribed Executive Director: Infrastructure and Services Sol Plaatje Municipality application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014, **which is available on the municipal website (www.solplaatje.org.za)**. Failure to do so will result in the candidate being disqualified.
- **Your application must include the Executive Director: Infrastructure and Services Sol Plaatje Municipality application form, MiE vetting form and financial disclosure form.**
- Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and should disclose financial interest.
- Shortlisted candidates will also undergo competency assessments (Government Gazette No. 48789)
- Sol Plaatje Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation.
- Applications in writing on the official application form and accompanied by a comprehensive CV and certified copies of diplomas / certificates, which will be regarded as confidential, must be directed to: Mrs C Gouws and dropped off in the application box at Sol Plaatje Municipality, c/o Bultfontein & Lyndhurst Avenues, New Civic Building, HR, 3rd Floor.
- Alternatively, electronic applications accompanied by the official application form, a comprehensive CV and certified copies of diplomas/certificates may be emailed to cgouws@solplaatje.org.za.
- These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- No CV's and certified copies of qualifications will be returned on the applicant's request, therefore please do not send us original certificates.

ENQUIRIES: MRS C GOUWS, (053) 830 6705 / cgouws@solplaatje.org.za

Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.

THE SOL PLAATJE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.

CLOSING DATE: 11 December 2023 @ 16:00



Sol Plaatje Municipality
Sol Plaatje Drive, Kimberley, 8301
Recruitment Tel (053) 830 6705
Email work@solplaatje.org.za
Website www.solplaatje.org.za

APPLICATION FORM FOR EMPLOYMENT

1. This form must be completed in full, accurately and legibly in your own handwriting with a black pen. All relevant substantial information must be provided in this form. Any additional information may be provided on a CV.
2. A separate application form is required should you apply for more than one position.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist Sol Plaatje Municipality to expedite recruitment and selection process.
4. All information received shall be treated with confidentiality and shall not be used for any other purpose than to assess suitability to the advertised position.
5. Canvassing for appointment will disqualify an applicant.
6. If you have not been contacted within 60 days, your application was unsuccessful.
7. This application form is used to assist Sol Plaatje Municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for	E D : I N F R A S T R U C T U R E & S E R V I C E S														
Reference Number	2 0 2 3 / 0 0 6					Notice service period									
Employment Status	Unemployed <input type="checkbox"/>					Employed <input type="checkbox"/>					Self-employed <input type="checkbox"/>				

PERSONAL DETAILS

Internal Candidate	Yes <input type="checkbox"/> No <input type="checkbox"/>		Intern		Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, from			Employee Pay Number											
Surname																					
First Names																					
ID / Passport Number																					
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		Race			African <input type="checkbox"/>			Coloured <input type="checkbox"/>			Indian <input type="checkbox"/>			White <input type="checkbox"/>						
Do you have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, elaborate.																		
Are you a South African Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If not, what is your nationality?																		
	Do you have a valid work permit?			Yes <input type="checkbox"/> No <input type="checkbox"/>																	
Do you hold a professional membership with any professional body?					Yes <input type="checkbox"/> No <input type="checkbox"/>		Membership Number														
Name of professional body															Expiry Date						
Languages (Read, Write & Speak)	Afrikaans <input type="checkbox"/>		English <input type="checkbox"/>		Ndebele <input type="checkbox"/>		Northern Sotho <input type="checkbox"/>		Southern Sotho <input type="checkbox"/>		Swazi <input type="checkbox"/>										
	Tswana <input type="checkbox"/>		Tsonga <input type="checkbox"/>		Venda <input type="checkbox"/>		Xhosa <input type="checkbox"/>		Zulu <input type="checkbox"/>		Sign Language <input type="checkbox"/>										
Drivers Licence	Yes <input type="checkbox"/> No <input type="checkbox"/>		Licence Code			A <input type="checkbox"/>	A1 <input type="checkbox"/>	B <input type="checkbox"/>	C1 <input type="checkbox"/>	C <input type="checkbox"/>	EB <input type="checkbox"/>	EC1 <input type="checkbox"/>	EC <input type="checkbox"/>	PDP <input type="checkbox"/>	Learners <input type="checkbox"/>						

CONTACT DETAILS

Mobile Phone Number											<i>Please ensure the number is correct. If it changes, please inform us.</i>				
Residential Address											Postal Code				
Postal Address											Postal Code				
Email Address															
Preferred Language of Communication															

QUALIFICATIONS (Please elaborate on CV)

Highest secondary qualification obtained

Name of School

Highest Grade Year Obtained

Highest tertiary qualification obtained

Name of Institution

Name of Qualification

NQF Level Year Obtained

Name of Institution

Name of Qualification

NQF Level Year Obtained

Name of Institution

Name of Qualification

NQF Level Year Obtained

WORK EXPERIENCE (Please elaborate on CV) – Start with the most recent (i.e. current employer)

Employer

Post Held

From Month Year To Month Year

Reason for Leaving

Employer

Post Held

From Month Year To Month Year

Reason for Leaving

Employer

Post Held

From Month Year To Month Year

Reason for Leaving

DISCIPLINARY RECORD

Have you been dismissed for misconduct during the past ten (10) years? Yes No

If yes, name of Municipality / Employer

Type of misconduct / transgression

Date of resignation / disciplinary case finalised / dismissal

Award / sanction

Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings? Yes No

CRIMINAL RECORD

Have you been convicted of any criminal offence in a court of law during the past ten (10) years? Yes No

If yes, type of criminal act

Date criminal case finalised

Outcome / Judgement. Please attach proof.

REFERENCES (Please elaborate on CV)

Name of Referee

Relationship

Telephone number – office hours () Mobile Phone Number

Email Address

Name of Referee

Relationship

Telephone number – office hours () Mobile Phone Number

Email Address

Name of Referee

Relationship

Telephone number – office hours () Mobile Phone Number

Email Address

DECLARATION

- I hereby certify that all information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. All relevant information to assist in my application has been disclosed.
- I realise that if this application should lead to my appointment and there is proof that false information has been provided, this may lead to legal proceedings and immediate dismissal.
- I confirm that my contact details given here are correct and if anything changes, I will inform Sol Plaatje Municipality as it is my obligation to provide correct contact information. All correspondence from Sol Plaatje Municipality is done via email and / or sms (text messaging).
- I will avail myself on the date and time scheduled for interviews by Sol Plaatje Municipality as I understand that interview dates cannot be altered.
- The Sol Plaatje Municipality complies with the provisions of the POPIA and you are hereby giving consent that your information will only be used for the purpose of the position you have applied for.
- I hereby also give consent that Sol Plaatje Municipality can access my personal information and conduct the following checks as and when necessary qualification(s), memberships, work permits, employment references, criminal record, ID verification, drivers' licence and PDP.

Signature Date

FOR SOL PLAATJE MUNICIPALITY RECRUITMENT OFFICE USE ONLY

Appointed as From

Salary Scale Notch

Remarks Post ID

Directorate Appointments Committee

Vote number Reference No 20____ / _____

Application processed (Recruitment) Date

Comments

Approval – Executive Director Date

Approval – Municipal Manager Date

Approval – Human Resource Manager Date

COMPANY DETAILS "Company" To be completed by Company Agent

Company Name: Sol Plaatjie Municipality Email: cgouws@solplaatje.org.za
 Agent Name: Christine Gouws Mobile No: 053 830 6705

CANDIDATE PERSONAL INFORMATION To be completed by the Candidate

Surname: _____
 Full Names: _____ Maiden Name _____
 Mobile Number: _____ Date of Birth: _____
 ID Number / Identifier:

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 Description of Identifier: _____
 E.g. South African ID Number, Zimbabwean Passport Number, etc.

BACKGROUND SCREENING CHECKS To be completed by the Company Agent

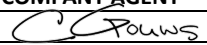
<input type="checkbox"/> Credit Check <input type="checkbox"/> Qualification <input type="checkbox"/> Employment References <input type="checkbox"/> Criminal Checks <input type="checkbox"/> Fraud Check	<input type="checkbox"/> Sanctions <input type="checkbox"/> Identity Verifications <input type="checkbox"/> Insurance Regulations <input type="checkbox"/> Drivers license & Vehicles <input type="checkbox"/> Social Media Screening Checks
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DEFINITIONS

- "Candidate" means the person on whom the Company will process background screening checks for lawful purposes including but not limited to employment/ continuation of employment;
- "Company" refers to MIE Client;
- "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- "FSCA" refers to the Financial Sector Conduct Authority;
- "NCA" shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION

- I acknowledge
- that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company.
 - that verification requests form part of the background screening process and that:
 - requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only;
 - For employment in a position of trust and honesty and entails the handling of cash or finances;
 - Fraud prevention or detection.
 - data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
 - that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
 - that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
 - that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
 - may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
 - may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
 - may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE. and
 - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
 - I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
 - A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
 - "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

	CANDIDATE	COMPANY AGENT
SIGNATURE		
DATE		

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company.



Sol Plaatje Municipality
Sol Plaatje Drive, Kimberley, 8301
Recruitment Tel (053) 830 6705
Email work@solplaatje.org.za
Website www.solplaatje.org.za

FINANCIAL DISCLOSURE FORM

I, the undersigned (surname and initials) _____

(postal address) _____

(residential address) _____

(position held) _____

(name of municipality) _____

Tel: _____ Fax: _____

hereby certify that the following information is complete and correct to the best of my knowledge.

1. Shares and other financial interests (not bank accounts with financial institutions)

Number of shares / Extent of financial interest	Nature	Nominal value	Name of Company / Entity

2. Directorships and partnerships

Name of corporate entity	Type of business	Amount of Remuneration / Income

3. Remunerated work outside of the Municipality (must be sanctioned by Council)

Name of employer	Type of work	Amount of Remuneration / Income

CONFIDENTIAL

Council

Signature by Mayor / Designate: _____ Date: _____

4. Consultancies and Retainerships

Name of Client	Nature	Type of business activity	Value of any benefits received

5. Sponsorships

Source of assistance / sponsorship	Descriptions of assistance / sponsorship	Value of assistance / sponsorship

6. Gifts and Hospitality from a source rather than a family member

Description	Value	Member

7. Land and Property

Description	Extent	Area	Value

SIGNATURE OF SENIOR MANAGER

Date: _____

Place: _____