

Knysna Municipality strives to maintain its position as a premier tourist destination in South Africa – a place where peace, prosperity and harmony prevail, ensuring an exceptional lifestyle for residents and visitors alike.



**KNYSNA**  
Municipality  
Munisipaliteit  
uMasipala

Applications are hereby invited from suitably qualified individuals with the enthusiasm for the following career opportunities in our dynamic organisation.

## DIRECTORATE: TECHNICAL SERVICES

### SENIOR SUPERINTENDENT: PUBLIC WORKS

**Task Grade: 13**

**Basic Salary: R226 176 – R293 544 p.a.**

**Key performance areas:** • planning, coordinating and supervising the execution of construction and maintenance activities of storm water, roads, buildings and related *ad hoc* activities, and quality management control of work done by contractors • responsible for effective resource allocation, including staff, equipment and plant • managing the performance and the KPAs of subordinates • responsible for the effective and efficient administration of the section including the code of conduct, section meetings and staff matters • responsible for effective and efficient financial management of the section, including budget preparation, budget monitoring, cash flows and expenditure planning • responsible for occupational health and safety • responsible for submission of data for the monthly report, trend analysis and corrective measures • responsible for creating and monitoring of Standard Operating Procedures and Processes of the Department • responsible for reporting on investigations and customer queries • responsible for reporting writing, internal and external correspondence.

**Requirements:** • National Diploma (Civil Engineering) or equivalent thereof • 5 years' experience in the built environment preferably in the construction sector at the appropriate level • a valid EC1 driver's licence and PDP • own reliable vehicle • computer literacy • effective communication skills in at least two of the three official languages of the Western Cape.

**Note:** You will need to use your own private vehicle for official duties. This travelling will be financially reimbursed through participation in the Essential Car User Scheme.

### SUPERINTENDENT: BUILDINGS

**Task Grade: 12**

**Basic Salary: R200 904 – R260 760 p.a.**

**Key performance areas:** • planning, coordinating and supervising the execution of construction and maintenance activities of buildings and related activities, and quality management control of work done by contractors • responsible for effective resource allocation, including staff, equipment and plant • managing the performance and the KPAs of subordinates • responsible for the effective and efficient administration of the section including the code of conduct, section meetings, budget, customer queries and staff matters • responsible for occupational health and safety • responsible for submission of data for the monthly report • planning, controlling and monitoring expenditure of the Section's budget • participation in the business planning process of the Department.

**Requirements:** • National Diploma or equivalent in a Built Environment discipline (civil engineering, quantity surveying, building or other) • 5 years' relevant working experience • some civil engineering exposure will be advantageous • a valid EC1 driver's licence and PDP • computer literacy • effective communication skills in at least two of the three official languages of the Western Cape.

Applicable Municipal benefits will apply.

Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality.

#### GENERAL INSTRUCTIONS:

#### NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING:

1. Applicants **must** complete an application form with all the required information as requested on the form. The application form must be signed and dated by the applicant to ensure that the application is a legitimate application.
2. Applicants must submit a covering letter, completed application form and a detailed up-to-date CV with an exposition of their training, experience, competencies and previous employment record **as well as** the names and telephone numbers of three persons willing to act as referees.
3. Application forms are obtainable from Reception at the main municipal offices in Clyde Street, Knysna and municipal website: [www.knysnamunicipality.co.za](http://www.knysnamunicipality.co.za)
4. Completed applications should be forwarded to the Human Resource Department, PO Box 21, Knysna 6570 or via fax number: 044 302 6333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za)

**Closing date: 12 April 2013**

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**L. WARING**  
MUNICIPAL MANAGER

*The Municipality reserves the right not to make an appointment.*