

KNYSNA MUNICIPALITY



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

SENIOR SUPERINTENDENT: WATER & SEWER DIRECTORATE: TECHNICAL SERVICES

Task Level 13

R314 280 to R407 880 (Basic Salary)
R435 927 to R548 694 (Total cost to Council Package)
Applicable Municipal benefits will apply.

KEY PERFORMANCE AREAS:

- Planning, coordinating and supervising the execution of construction and maintenance activities of water, Sewer and related ad hoc activities, 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 code of conduct, section meetings and staff matters
- Responsible for effective and efficient financial management of the section including budget preparation, budget monitoring, cashflows 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

MINIMUM QUALIFICATIONS & EXPERIENCE

Grade 12

Tertiary qualification in Civil engineering (Water and Sewer environment)

A passed Trade test as Plumber (Trade Test Certificate to be included) will be an advantage

Approximately 5 years' proven experience in the Water & Sewer sector at the appropriate level

Valid code C driver's licence, with PDP

Own reliable vehicle (Travelling to be financially reimbursed through the Essential Car User Scheme)

Computer literacy

Effective communication skills in at least two of the three Western Cape official

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint an African, Coloured, Indian or White Female or an Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates.

CLOSING DATE: 25 MAY 2018

K CHETTY

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.