

KNYSNA MUNICIPALITY

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



SENIOR SUPERINTENDENT: Public Works DIRECTORATE: TECHNICAL SERVICES

**TASK GRADE 13
R276 144 to R358 392 (Basic salary)
R410 563 to R516 858 (Total cost to Council Remuneration)**

THE INCUMBENT WILL BE REQUIRED TO PERFORM THE FOLLOWING KEY PERFORMANCE AREAS:

- Planning, coordinating and supervising the execution of construction and maintenance activities of storm water, roads, buildings 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 QUALIFICATION AND REQUIREMENTS:

Grade 12

Post school qualification in Civil engineering (Construction and building environment)

Valid code C driver's licence, with PDP

Own reliable vehicle

Computer literacy

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

MINIMUM EXPERIENCE NEEDED:

More than 10 years' proven experience in the building environment preferably in the construction sector at the appropriate level

Applicable Municipal benefits will apply.

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.

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

To apply all applicants **must** complete a Knysna Municipality application form and submit a detailed-up-to-date CV, covering letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

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 Resources Department, PO Box 21, Knysna, 6570 or Fax Number: 044- 302 6333 or email: knysna@knysna.gov.za

CLOSING DATE: 3 JUNE 2016

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

The Municipality reserves the right not to make an appointment.

