



**Knysna**

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

## **KNYSNA MUNICIPALITY**

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

**SENIOR SUPERINTENDENT GRAVEL ROADS  
DIRECTORATE: INFRASTRUCTURE SERVICES  
Task Level 13: R413 184 to R536 256 (Basic Salary)  
R608 735 to R767 875 (Total Cost to Council Package)  
(PERMANENT APPOINTMENT)**

Applicable Municipal benefits will apply.

### **MINIMUM QUALIFICATIONS & REQUIREMENTS:**

- National Diploma: Civil Engineering – NQF 6
- Certificate: Minimum Municipal Competency Training – NQF 6
- 5 years experience in the built environment at the appropriate level
- Valid Code B Public Driving license
- Own Vehicle
- Computer Literacy (Ms Office, Powerpoint, GIS)
- Handling stress- Must have the mental stamina for dealing with stressful situations Work conditions- Must be able to work at heights, confined spaces (in buildings and underground) and all weather conditions

### **KEY PERFORMANCE AREAS**

Responsible for operations, maintenance, functioning and safety of roads, sidewalks and storm water systems in the surfaced road environment

Responsible for planning, forecasting, coordinating and supervising the work done by subordinates and contractors in the gravel road environment

Responsible for setting out, measurement, quality control and assurance of work done by contractors and subordinates within functional area of control

Responsible for effective, efficient and economical resource allocation including staff, materials, plant, equipment and budgets

Responsible for managing KPA 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, 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 the resolution of customer queries and complaints

Responsible for report writing, internal and external correspondence

### **COMPETENCIES:**

#### **CORE PROFESSIONAL COMPETENCIES**

Problem Solving, Planning & Organising and Organizational Awareness.

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

**PLEASE NOTE: (Failure to comply with the below will result in disqualification)**

- All applicants **MUST** complete a Knysna Municipality application form.
- All applications **MUST** be accompanied by a comprehensive CV with certified copies of qualifications (not older than 6 months), copies of training, experience, competency and previous employment record must accompany applications.
- Application forms are obtainable from the Human Resources Office in Queen Street, Knysna and the Municipal website: [www.knysna.gov.za](http://www.knysna.gov.za). Completed applications should be forwarded to the Human Resources Department, P O Box 21, Knysna, 6570 or email: [vacanciesinfrastructure@knysna.gov.za](mailto:vacanciesinfrastructure@knysna.gov.za)
- Correspondence will ONLY be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.
- For enquiries, contact the Human Resources Office at 044 302 6419 or on email address: [lphillips@knysna.gov.za](mailto:lphillips@knysna.gov.za).

***Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.***

**CLOSING DATE: 23 SEPTEMBER 2022**

**Mr J JONKERS**

**ACTING MUNICIPAL MANAGER**

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