



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

DIVISION: ROADS AND STORMWATER

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 reliable vehicle
- Effective communication in at least two of the three Western Cape Official Languages
- Computer Literacy (MS Office, Power Point, GIS)
- Ability to work under stressful situations
- Must be able to work at heights, confined spaces (in building 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 within the functional area of control
- 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's of subordinates
- Responsible for 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 measure
- 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 correspondence
- Responsible for quality assurance of materials received and utilized by subordinates and contractors within functional area of control

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 an 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. Completed applications should be forwarded to the Human Resources Department, P O Box 21, Knysna, 6570 or email: vacancies@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.

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

CLOSING DATE: 16 SEPTEMBER 2022

Mr J JONKERS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.