

VACANCY
DATE: 23 DECEMBER TO 13 JANUARY 2023

MATATIELE LOCAL MUNICIPALITY

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability.

Suitably qualified persons are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the Municipality. Candidates whose appointment will enhance representativity of employees from the designated groups are encouraged to apply.



PLEASE BEWARE OF THE SCAM WHERE INDIVIDUALS ARE REQUESTING MONEY IN EXCHANGE OF EMPLOYMENT WITHIN THE MUNICIPALITY AND PLEASE DO NOT MAKE ANY FORM OF PAYMENT IN RESPECT OF EMPLOYMENT OFFER.

ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT

POSITION	GENERAL MANAGER: ECONOMIC DEVELOPMENT AND PLANNING
ADVERTISEMENT PLATFORMS	National, Provincial, local newspapers and Municipal Website
PLACE OF WORK	102 Main Street, MATATIELE, Eastern Cape
EMPLOYMENT TERM	Permanent
REMUNERATION	Remuneration – Total Cost to Council between R907, 864 (Minimum) R1, 037, 559 (Mid-point) R1, 150, 465 (Maximum) p.a. in terms of Government Gazette 47538 of 18 November 2022.
REQUIREMENTS	<ul style="list-style-type: none"> • Matriculation or equivalent certificate • Bachelor of Science Degree in Building Sciences / Architecture / Bachelor Degree in Town and Regional Planning or Development Studies; or equivalent. or Equivalent Qualification and Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965). •A minimum of five years' experience at a middle management level and have proven successful Professional Development / Town and Regional Planning experience. •Good communication skills • Good Governance. • Labour Relations Act, and other labour – related prescripts. • A valid Code B Driving License.
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge and understanding of relevant policies and legislation • Good understanding of institutional governance systems and performance management • Understanding of Council operations and delegation of powers • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) • Good knowledge of geographical information systems and knowledge of spatial, town and development planning. • Project management certificate or Diploma or Registration as a Professional Planner in accordance with the Planning Professions Act, 2002, (Act No. 36 of 2002) will be an added advantage.
OTHER REQUIREMENTS	<p>The successful candidate will be required to:</p> <ul style="list-style-type: none"> (a) Sign an employment contract, a performance agreement and to disclose any financial interests. (b) Undergo security vetting. (c) Undergo competency assessments. (d) Planning and organising skills. (e) Willingness and ability to work over and above call of work and under pressure.
KEY ATTRIBUTES	<ul style="list-style-type: none"> • To strategically plan, direct, manage and develop policies, practices and daily running of the municipality's affairs. • Ability to manage the municipality's Economic Development and Planning Department generally. • Set the Department's overall strategic direction. • To lead transformation issues for Organizational change.

KEY RESPONSIBILITIES	<p>The incumbent will be responsible for the following:</p> <ul style="list-style-type: none"> • Movable and immovable assets within the control of the Department. • Crafting of the relevant inputs into the Municipal Integrated Development Plan. • Crafting and implementation of the Departmental Annual Performance Plan and the implementation thereof. • Sourcing of funds for the implementation of LED and Town Planning Projects. • Co-ordination of activities and Projects relating to Economic Development and Planning. • Reporting on Performance of the Town Planning, Housing and Building Inspection Units. • Formulation, review / updating of relevant By-Laws and ensuring enforcement thereof as well as Policies and Strategies / Plans. • Provision of advisory services relating to economic development and planning issues. • Development of appropriate Regulatory Framework and assessment of compliance with Town Planning Regulations. • Implementation of the key Requirements relating to Developmental and Town Planning functionality and assessing adequacy of current systems and • Performance of other responsibilities assigned from time to time by competent authority.
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CLOSING DATE : 13 JANUARY 2023 @ 16H00

Enquiries should be to **Mr. C.K. Magadla, General Manager: Corporate Services** either by email @ kmagadla@matatiele.gov.za or telephone @ **(039) 737 8102**.

IMPORTANT NOTE TO APPLICANTS:

- Failure to submit documents listed below will result in disqualification of applicants;
- Background screening and vetting of qualifications and references will be conducted on shortlisted candidates;
- Proof of canvassing will lead to the disqualification of applicants;
- No faxed, emailed and late applications will be considered;
- Correspondence will be limited with selected applicants;
- The Municipality reserves the right not to appoint in respect of the advertised posts; and
- All appointments are made according to the Council conditions of service.

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 27 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code Driving Licence (where applicable) to:

FOR ATTENTION: THE MUNICIPAL MANAGER:

The Municipal Manager
Matatiele Local Municipality
P.O. Box 35
Matatiele
4730

OR

The Municipal Manager
Matatiele Local Municipality
102 Main Street
Matatiele
4730

NB: Failure to submit documents listed above will result in disqualification.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service. Canvassing for this position will lead to disqualification of applications. Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof or found to have been involved in this practice, will be disqualified with immediate effect. The Matatiele Local Municipality is

committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.

MR. L. MATIWANE

MUNICIPAL MANAGER

Notice No : 2022/2023-159

We urge all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management Unit.