



MSUKALIGWA
LOCAL MUNICIPALITY

PHYSICAL ADDRESS: Cnr Kerk and Taute Street, ERMELO 2350

POSTAL ADDRESS: P O BOX 48, ERMELO 2350

INTERNAL AND EXTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	COMMUNITY AND SOCIAL SERVICES
Job Post Name	Manager: Parks and Cemetery
Duration	Permanent
Salary	R471 740.22 pa plus 850 kilometres travel allowance
Post level	3
Reference Number	COM/01/23
Location	Ermelo
Closing date	06 March 2023
QUALIFICATIONS	<ul style="list-style-type: none"> Grade 12 plus a tertiary qualification or equivalent (NQF Level 7) Horticulture or any relevant degree/diploma Code EB Driver's License.
EXPERIENCE	<ul style="list-style-type: none"> At least 5 years' relevant experience.
KEY COMPETENCIES	<ul style="list-style-type: none"> Must be computer Literate, Strong negotiation, planning and organizing skills. Attention to detail. Performance Monitoring. Excellent communication, report writing and presentation skills.
KNOWLEDGE	<ul style="list-style-type: none"> Patho Pele Principles and legislations that governs Local Government
<ul style="list-style-type: none"> Identifies and defines the immediate short- and long-term objectives/ plans associated with the parks, cemeteries, sports fields, and functionality. Planning and programming annual schedules to ensure sufficient operating capacity and capability, and resources to meet departmental service delivery needs in keeping with the IDP & SDBIP. Planning the administration and management of the Community Services Administration and Parks, Sports, and Cemetery components, including its applicable Human Resources component. Preparing the Parks, Sport, and Cemetery section's budget, controlling and monitoring budget against operational expenditure and reporting deviations to the Director: Community and Social Services. Planning and Monitoring the Department's performance, including the Department's Scorecard and OPMS. Monitoring and ensuring an efficient, consumer orientated customer service delivery across all the relevant components. 	

- Drafting and amending new and existing Bylaws and Policies in the Community and Social Services Department that relates to the section and monitoring managing their controls.
- Presenting a conceptual framework of current and future Parks, Sport and Cemetery interventions necessary to achieve acceptable levels and standards of service delivery to the Director: Community and Social Services for consideration and inclusion into the department's short/ long term performance and service delivery plans.

PLEASE NOTE

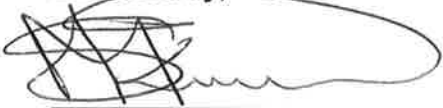
VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES.

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and Facebook page / HR office.

Application form, a covering letter must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (Records Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

“IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER A MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL” THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.

Endorsed by;



**MR. M KUNENE
MUNICIPAL MANAGER**

06 / 2 / 23
DATE

WEBSITE: www.msukaligwa.gov.za
CONTACT CENTRE: 080 001 4903

