

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the below mentioned vacancy within its Community Services Department.

PERSONNEL VACANCY
INTERNAL AND EXTERNAL APPLICATIONS WILL BE CONSIDERED

MANAGER: CEMETERIES AND RESORTS (REF NO:C-PSC-MAN3)

DEPARTMENT: COMMUNITY SERVICES

DIVISION: PARKS, SPORT AND RECREATION, CEMETERIES AND RESORTS

SECTION: Cemeteries and Resorts

SALARY SCALE	TASK LEVEL 16 – Basic salary per annum is R1 258 961.71 – R1 526 434.50 BENEFITS: Car allowance, Housing Subsidy, Medical aid, Pension and Group life
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JOB PURPOSE:

To manage the provision and maintenance of cemeteries and resorts through visionary leadership and the use of the latest technology. Developing and implementing new initiatives in the industry in order to improve cost-effectiveness, service delivery. Provide an advisory, strategic, developmental and management service to the Section in order to maintain existing facilities and to develop new facilities.

The core responsibilities of the Manager:

- Provide and manage cemeteries and resorts through visionary leadership and the use of modern technology, for the development and implementation of new initiatives to improve service delivery.
- To improve cost effectiveness, service delivery, quality and development processes.
- Provide an advisory, strategic and developmental service to the section.
- Manage the physical and human resources of the section.

SELECTION REQUIREMENTS FOR THE POST:

- Relevant Tertiary qualifications, preferably a B. Degree relevant to Horticulturists, management, public administration or equivalent

OTHER REQUIREMENTS/SKILLS:

- Code B driver's license
- Computer literacy (Quattro Pro, Ms Word, Excel)
- Managerial and supervisory skills
- Human relations and communication skills
- Conflict handling skills
- Ability to give attention to detail
- High level of responsibility
- Ability to work under pressure

- Leadership skills
- Knowledge of Municipal environment
- Project Management skills
- Good communication skills
- Negotiation skills
- Knowledge of relevant legislation

EXPERIENCE:

- 8 years relevant experience, of which at least 5 years must be in a management position

COMPETENCIES

<ul style="list-style-type: none"> • Written Communication • Use of Technology • Interpersonal Relationships 	<ul style="list-style-type: none"> • Action Orientation • Impact and Influence
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GENERAL INFORMATION:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the prescribed application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Prescribed application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website www.drakenstein.gov.za. Clearly indicate the reference number for the post you are applying for on the prescribed application form. Your fully completed application form must be accompanied by your CV and relevant certified

supporting documents when handing it in. Certified copies must not be older than three (3) months. **No fax copies will be accepted. *No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.***

Your application can be submitted via email to: communityjobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 29 November 2024 at 23h59

Closing date for hardcopies: 29 November 2024 at 15h30

CITY MANAGER