



**CEDERBERG MUNICIPALITY**  
**VAKATURES / VACANCIES**  
**NOTICE NUMBER: 125 / 2023**



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**JOB TITLE: STRATEGIC MANAGER (PROJECT MANAGEMENT)**

**3-4 MONTHS FIX TERM EMPLOYMENT CONTRACT**

**(THE POSITION WILL BE STATIONED IN CLANWILLIAM)**

**9+Duties:** To manage and control the execution of municipal projects in accordance with industry norms and standards, budget provisions, time frames and council policy • To manage and control the development of project applications and business plans for projects by applying municipal project management knowledge and social knowledge of the requirements of the various available inter-governmental stakeholders and funding sources • To manage and control the administration, reporting and compliance requirements for agreed projects • To achieve compliance with service delivery, financial, legislative and engineering standards • To develop strategies for the implementation of municipal projects • To enable the Municipality to qualify for additional grant funding • To identify risks that would impact on project implementation and to develop and implement mitigating actions by applying project management knowledge, extensive knowledge of the procurement environment in local, district, provincial and national government and to engage with stakeholders • To manage the compliance of projects with relevant legislation. • Ensure continuous internal and external stakeholders communication and relationships,

Achieve the following Key performance indicators;

- Strategic planning and Management Support with the Provincial government Section 154 support plan;
- Informal settlement control implementation plans;
- Area based management model and implementation;
- Community safety, security solutions;
- Municipal asset protection plans ie.Security cameras ,command center and armed response tender ;
- Develop project feasibility plans and cost –benefit analysis;
- Co-ordinating the successful implementation of Request for Proposals ;
- Any other add- hock projects ie.CRM advice,TID project etc.

**Requirements:** B Degree or Diploma in Public Admin (advantages) or related Project management tertiary qualification • Code B driver's license • Good interpersonal and communication skills • Be able to work independently and in group context • Computer literate – MS Word, Excel, PowerPoint, Outlook, MS Projects, AutoCAD, Caddie • Good writing skills • Good technical report writing skills • Good Afrikaans & English writing skills • Planning and organisation skills • Negotiations skills • Attention to detail • Ability to perform under pressure and adhere to competing deadlines/cut off dates • Ability to work under pressure and demanding circumstances • Ability to deal with conflict situations • 6 Years relevant Project Management or Managerial experience within local government.

**Remuneration:** R 60 000.00 per month. (All Inclusive Package: negotiable)



**CEDERBERG MUNICIPALITY**  
**VAKATURES / VACANCIES**  
**NOTICE NUMBER: 125 / 2023**



The competency level for this position is a level 3 (PROJECT / PROGRAMME MANAGEMENT COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Functional / Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"><li>• Discipline Specific Skills</li><li>• Financial Management</li><li>• People Management</li><li>• Planning and Organising</li><li>• Monitoring and Control</li><li>• Organisational Awareness</li><li>• Attention to Detail</li><li>• Direction Setting</li><li>• Dispute Resolution</li><li>• Problem Solving</li><li>• Negotiation</li></ul>	<ul style="list-style-type: none"><li>• Interpersonal Relationships</li><li>• Communication</li><li>• Service Delivery Orientation</li><li>• Customer orientation and customer focus</li></ul>	<ul style="list-style-type: none"><li>• Action and Outcome Orientation</li><li>• Resilience</li><li>• Change Readiness</li><li>• Cognitive Ability</li><li>• Learning Orientation</li><li>• Accountability and ethical conduct</li></ul>	<ul style="list-style-type: none"><li>• Impact and Influence</li><li>• Team Orientation</li><li>• Coaching and Mentoring</li></ul>

**CLOSING DATE:** 03 November 2023 at 12H00

**ENQUIRIES:** Mrs A Wilton on tel. 027 482 8000

**IMPORTANT:**

Forward your application) in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: [www.cederbergmunicipality.co.za](http://www.cederbergmunicipality.co.za) and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • No applications received via fax or email will be considered • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

**NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED**

**THE COUNCIL STRONGLY SUPPORTS A FULLY VACCINATED WORKFORCE**

**G MATTHYSE**  
**MUNICIPAL MANAGER**