SWELLENDAM MUNICIPALITY

VACANCY : CHIEF EXECUTIVE SUPPORT OFFICER

(Office of the Executive Mayor)

Salary – level T13 : R18 494 per month (no fringe benefits)

(above salary is based on a 5-hour work day)

- The post is attached to the Executive Mayor 's office and person. It is subject to termination within 30 days after the vacation of office of the Executive Mayor or within 30 days after the conclusion of a local government election.

Requirements:

- B-degree in Political Science / Law / Economics / Planning / Accounting / Public Administration;
- 5 (five) years experience in Local Government / stakeholder development;
- Computer literacy (MS Office);
- Proficiency in at least 2 of the official languages of the Western Cape;
- Valid Code B driver's license.

Job purpose:

The post will provide an efficient and pro-active strategic service to advise the Executive Mayor on monitoring the legislative, administrative, operational and developmental processes associated with the identification, facilitation, execution, implementation, monitoring, assessing and reporting with respect to the following functional disciplines:
Integrated Development Planning, Institutional Performance Management and organisational performance reporting, Intergovernmental and Stakeholder relations development and public participation, Mayoral committee development and performance management, media and communication on behalf of the office of the Executive Mayor, assist and prepare Mayoral inputs into all the strategic documents and processes of Council in consultation with the Municipal Manager.

Duties of the post (compact):

- Manage and coordinate tasks/activities associated with personnel performance, productivity and discipline of the section to ensure that the human resources needs of the section are identified and attended to.
- Monitor and manage the functional activities of relevant components and staff in the office of the Executive Mayor, including support to the Mayoral Committee to ensure acceptable performance levels are sustained, adequate direction is provided to enable the section to accomplish objectives.
- Plan, manage and control the activities for the Office of the Mayor to reach its medium and long-term goals and obtain the cooperation of internal and external stakeholders to contribute to achieving the overarching objectives of the organisation as a whole to ensure instructions /guidelines are complied with, that services are provided, data accurately updated and related information and records maintained and made available when required.
- Establish a working partnership between the Office of the Executive Mayor, Office of the Deputy-Mayor, the Speaker's Office, Council, the Office of the Municipal Manager and the public to ensure effective public participation performance for the Office of the Executive Mayor.
- Co-ordinate and support an effective social contract liaison with all role-players relevant to the Office of the Executive Mayor to foster a positive relationship with the media sector to enhance the image of the Municipality and the Executive Mayor.

(The full job description is attached hereto).

Enquiries relating to the content (duties) of the post can be directed to Mrs Anneleen Vorster, Acting Municipal Manager, at the telephone number (028) 514 8500.

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL** qualifications mentioned on the CV, a copy of your Identity Document, driver's license and at least two (2) contactable references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 07 October 2022** at **16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*max 15 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal-opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to the disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was unsuccessful.

Swellendam Municipality
49 Voortrek Street/ (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

A. VORSTER
ACTING MUNICIPAL MANAGER

(Notice HR 23/2022)

B.1 JOB PURPOSE
The post will provide an efficient and pro-active strategic service to advise the Executive Mayor on monitoring the legislative, administrative, operational and developmental processes associated with the identification, facilitation, execution, implementation, monitoring, assessing and reporting will respect the following functional disciplines: Integrated Development Planning, Institutional Performance Management and organisational performance reporting, Intergovernmental and Stakeholder relations and public participation, Mayoral committee development and performance management, media and communication on behalf of the office of the Executive Mayor, assist and prepare Mayoral inputs into all the strategic documents and processes of Council in consultation with the Municipal Manager.

B.2 DUTIES OF THE POST		
NO.	**DUTIES/TASKS (What, How and Why)**	**FREQUENCY**
1	**MANAGE AND COORDINATE TASKS / ACTIVITIES ASSOCIATED WITH PERSONNEL PERFORMANCE, PRODUCTIVITY AND DISCIPLINE OF THE SECTION, BY:** • Assist the Executive Mayor and applicable mayoral Committee in analysing key performance areas and indicators for the Office of the Executive Mayor, to be implemented, monitored and reported monthly to the Executive Mayor and Mayoral Committee. • Manage outcomes associated with personnel utilization, productivity and performance within the Section. • Monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings and /or counselling within this Section; • Identifying skills gaps and training needs within the section and activated procedural consequences aimed at developing and capacitating individuals. • Monitor the adequacy of training interventions in this section by evaluating competency demonstrated in workplace applications and preparing progress and assessment reports for the Executive Mayor. • Manage the implementation of financial controls/ procedures and provides information to support financial planning sequences for this section; • Giving inputs into the section's budget, ensuring proper implementation, monitoring and reporting. • Managing specific administrative and reporting requirements associated with key performance and results indicators of the functionality; • Providing protocol and logistical / administrative support to the mayor at all official events of the municipality **To ensure that the human resources need of the section are identified and attended to, supporting the accomplishment of laid down objectives and compliance with legislation.**	Ongoing
2	**MONITOR AND MANAGE THE FUNCTIONAL ACTIVITIES OF RELEVANT COMPONENTS AND STAFF IN THE OFFICE OF THE MAYOR INCLUDING THE MAYORAL COMMITTEE, BY:** • Ensuring that the Section's employees are familiar with performance standards. • Implementing corrective and motivational action for this section • Conducting functional meetings with immediate subordinates. • Allocating work to reporting staff. • Monitoring progress on activities by performing spot inspections. • Inspecting and verifying completed work of reporting staff to ensure quality, that the due dates are met and if all data is captured on the system. • Checking that standards at the office in respect of functional duties of the staff are maintained. • Managing overtime worked by staff by arranging time off in stead of payment for all overtime worked. **To ensure acceptable performance levels are sustained, adequate direction is provided, enabling the section to accomplish objectives.**	Ongoing

3	**MANAGEMENT OF ADMINISTRATION AND FINANCIAL CONTROL FUNCTIONS** Plan, manage and control the activities for the Office of the Mayor to reach its medium and long-term goals and obtain the cooperation of internal and external stakeholders to contribute to reaching the overarching objectives of the organisation as a whole by: • Liaise with the Executive Mayor on the operational activities of the Section and take responsibility for the execution thereof. • Analyze activities, information in terms of service delivery and needs as well as policies and data of external and internal role-players for presentation to the Executive Mayor. • Compiling investigational reports / responses to correspondences and queries, undertaking research or extracting information and records in support of the Executive Mayor. • Prepare and obtain specific requisitions for purchasing and supplying requirements related to the functionality. • Manage and control the safekeeping of all assets in the section. • Develop and implement checklist, work procedural systems and guidelines to assist the Executive Mayor in the performing these functions. • Manage, analyse and attend to the preparation of responses to general incoming correspondence, enquiries and questionnaires received from the public, in liaison with the Executive Mayor and subject to the policies and procedures of the Municipality. • Assist the Executive Mayor in monitoring the effective execution of all Council, Standing Committee and Executive Management resolutions related to the section's functionality. • Liaise with the Municipal Manager, Chief Financial Officer and Director Corporate Services to ensure sufficient budget / funds allocation for implementing the capital and operational needs and special programs or events. • Manage and monitor the operational budget and expenditure to avoid overspending, ensuring the effective function of the section. • Making recommendations to the Executive Mayor regarding changes to current service delivery or the need for new services. • Undertake all administrative tasks for the Office of the Executive Mayor. • Ensure a proper filing system for the Office of the Executive Mayor that complies with the guidelines and prescripts of the Municipality's Records Management policy. • Oversee the daily diary of the Office of the Executive Mayor. • Ensure that the Executive Mayor is fully briefed on all protocols relating to the performance of his functions. **To ensure instructions/guidelines are complied with, that services are provided, data accurately updated, and related information and records are maintained and made available when required.**	Ongoing
4	**STRATEGIC PLANNING FUNCTIONS** **Assisting the Executive Mayor in strategic planning by monitoring the IDP process, by:** • Advising the Executive Mayor on the development, revision and effective implementation of the Integrated Development Plan. • Monitoring the planning processes undertaken by the Municipality to align all development and sectoral plans and advising the Executive Mayor on priorities and deviations, and possible initiatives. • Support the Executive Mayor in participating in National and Provincial development programs that deliver on the Municipality's strategic objectives. • Making recommendations to the Executive Mayor relating to the strategic development direction of the Municipality. • Make recommendations to the Executive Mayor on ways to improve service delivery and governance through a strategic approach. • Establish, maintain and implement systems, standard operating procedures and mechanisms for public participation in the preparation of the IDP, in collaboration with the Office of the Municipal Manager. • Monitor the implementation of the IDP and report to the Executive Mayor thereon. • Establish and maintain close links to internal and external role-players to deliver the IDP and Council's strategic objectives. • Advise the Executive Mayor on the legal compliance of all planning and operations of the Office of the Executive Mayor. • Preparing the Executive Mayor's responses/inputs regarding all strategic documents and planning undertaken by the Municipality. • Diarize all legislative directives and due dates applicable to the Executive Mayor and ensure that these are met and all reports are submitted. **To ensure strategic planning is informed and executed in a coordinated manner and in accordance with legislative requirements.**	Ongoing

5	**MONITOR PUBLIC PARTICIPATION ACTIVITIES** **Establish a working partnership between the Office of the Executive Mayor, the Speaker's Office, Council, the Office of the Municipal Manager and the public by:** • Periodic review and assess the effectiveness of public participation, in collaboration with the Office of the Speaker for discussion with the Municipal Manager on any adjustments to address shortcomings. • Ensure public participation in the IDP and budget processes. • Facilitate processes to ensure internal and external role-players' relationship building. • Oversee the collaboration in organizing events and campaigns for the Office of the Executive Mayor. • Provide support to ward committees. • Ensure compliance with PAIA and POPI legislation in the Office of the Executive Mayor. • Collaborate with the Office of the Speaker to ensure an effective annual programme on community public participation to ensure the principles of good governance, transparency and access to all members of the community. **To ensure effective performance of public participation for the Office of the Executive Mayor.**	Ongoing
6	**INTERGOVERNMENTAL RELATIONS AND STAKEHOLDER ENGAGEMENT** **Co-ordinate and support an effective social contract liaison with all role-players relevant to the Office of the Executive Mayor by:** • Recommend appropriate policies and procedures to ensure the effective institutionalisation of public participation, in collaboration with the Executive Mayor, Office of the Speaker and the Municipal Manager. • Events coordination from the office of the Mayor for all official events on all officially sanctioned events, with all the necessary protocols having been complied with, • Liaise with relevant internal and external role-players on matters to enhance a social contract between the Municipality and their community and subsequent developmental role-players. • Advise and assist the Executive Mayor in strengthening relationships with internal and external stakeholders. • Establish and maintain a register of contact details of all stakeholders relevant to the Office of the Executive Mayor. • Monitor and evaluate intergovernmental initiatives' success or failure and recommend improvements to the Executive Mayor. • Prepare and brief the Executive Mayor on all matters to be discussed at various engagements with role-players that the latter will attend, before the meeting to ensure that the Executive Mayor is capacitated to engage optimally. • Prepare all presentations for the Executive Mayor in collaboration with such and with Directors input, via the Office of the Municipal Manager. • Draft and present all press releases to the Executive Mayor for his approval. • Draft and present all speeches to the Executive Mayor for his approval. **Foster a positive relationship with the media sector to enhance the image of the Municipality and the Executive Mayor.**	Ongoing

B.3	**AUTHORITY OF THE POST**
1.	This position reports to the Executive Mayor and operates within the Municipality's approved system of delegations.
2.	All decisions and recommendations are subject to the Executive Mayor's direction.

C.1	**ESSENTIAL REQUIREMENTS OF THE POST**
Qualification	Relevant B-degree in Political Science/ Law/ Economics/Planning/ Accounting/ Public Administration
Other requirements / Skills	• Code B driver's license • Bilingual in at least two of the official languages in the Western Cape • Competent in research and report writing • Ability through a proven track record to craft and successfully execute strategic plans in line with the objectives of local government.

	• Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient service; • Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships to achieve institutional objectives; • Ability to maintain the high—quality standards while achieving desired outcomes and results; • Ability to communicate and negotiate at all levels and with stakeholders in government, civil society and in corporate; and • Ability to lead and successfully implement projects and programmes.

	PHYSICAL REQUIREMENTS OF THE POST
1.	Must be able to work in a highly pressurised environment.
2.	Must meet the minimums standards of a medical examination in keeping with key personnel

	SPECIAL CONDITIONS ATTACHED TO THE POST
1.	Post is attached to the office and person of the Executive Mayor and is subject to termination within 30 days after the vacation of office of the Executive Mayor or within 30 days after the conclusion of a local government election