

**SWELLENDAM MUNICIPALITY**  
**TOWN MANAGER (BARRYDALE)**  
**(Salary level T 15 : R526 248 – R683 088 per/annum)**

Requirements:

1. Degree or National Diploma in Public Administration, Political Science or Business Administration  

**OR**

 Relevant National Diploma in Civil Engineering
2. 8 years or more relevant experience of which 2 years must be at a supervisory level;
3. Computer literacy (Microsoft Word / Excel / Powerpoint);
4. Fluent in two of the three official languages of the Western Cape.

<b>MANAGEMENT FUNCTIONS</b>	
<b>1.</b>	<p><b>FORWARD PLANNING</b></p> <p>Identifies and defines the immediate, short- and long-term objectives/ plans associated with office administration, street &amp; storm water, buildings, community hall, water &amp; sewerage networks, water &amp; waste water treatment, transfer station, waste removal, street cleansing, parks, public open spaces, cemetery maintenance and office administration, by</p> <ul style="list-style-type: none"> <li>• Keeping abreast with the operational activities of the Departments in the Barrydale area.</li> <li>• Analysing and aligning requirements with operating capacity and capability.</li> <li>• Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the department's Operational and Strategic Plans.</li> <li>• Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the Barrydale Community for consideration and inclusion into the departments short/long term performance and service delivery plans.</li> <li>• Analysing client service complaints to identify problem areas.</li> </ul> <p>In order to ensure critical performance indicators are identified and specific measures established to enable and guide the municipality to plan, manage and or prioritize outcomes accordingly.</p>
<b>2.</b>	<p><b>PRODUCTIVITY/ PERFORMANCE AND PERSONNEL MANAGEMENT</b></p> <p>Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Barrydale staff establishment, by</p> <ul style="list-style-type: none"> <li>• Defining/ adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements in collaboration with the relevant Department's line manager.</li> <li>• Evaluating the capability of prospective applicants and participating in the interviewing and final selection sessions, where necessary.</li> <li>• Conducting appraisals to measure performance and reviewing goals and setting new objectives, in collaboration with the relevant Department's line manager.</li> <li>• Identifying technical / non-technical skills gap within the Barrydale municipal staff establishment and complete development plans for existing personnel with clearly defined career paths and job enrichment opportunities in collaboration with the relevant Department's line manager.</li> <li>• Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training and/or the need for changes to plans.</li> <li>• Implementing Human Resources policies and procedures to control/ regulate workplace conflict and / or instituting corrective measures and consultation processes to address deviations from standards.</li> <li>• Analysing statistical information pertaining to staff attendance/absenteeism, overtime, lost time due to accidents and/ or incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs.</li> </ul> <p>In order to ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives in collaboration with the Department's line manager.</p>

3.	<p><b>FINANCIAL CONTROL</b></p> <p>Prepares operating estimates and controls expenditure against the approved budget allocations, by</p> <ul style="list-style-type: none"> <li>• Liaising with the relevant line manager on budget compilation, implementation and monitoring it pertaining to Barrydale in collaboration with the relevant Department's line manager.</li> <li>• Ensure compliance on municipal and financial regulations in the Barrydale area in collaboration with the relevant Department's line manager.</li> </ul> <p>In order to ensure accurate estimates are prepared in relation to requirements enabling the division to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery.</p>
4.	<p><b>CONTRACT MANAGEMENT</b></p> <p>Manages the formulation of specific contracts controls contractual obligations in collaboration with the relevant Line Manager, by</p> <ul style="list-style-type: none"> <li>• Guiding the drafting, adjudication and reporting processes with regards to contracts and verifying details, terms and conditions, specifications, etc. comply with laid down policies, regulations and procedures.</li> <li>• Participating in the appointment process and briefing parties (consultants/ contractors, etc.) on the terms and scope of such appointments and, evaluating, investigating and approving submissions on progress, performance and costs.</li> <li>• Monitoring Contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc. and alerting the Contractor to any acts of non-conformance.</li> <li>• Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration.</li> </ul> <p>In order to ensure contractual terms and conditions entered into, and agreed to, are complied with and specific responsibilities discharged accordingly without any risk to the Council.</p>
<p><b>OPERATIONAL MANAGEMENT</b></p>	
5.	<p><b>CIVIL SERVICES MAINTENANCE ACTIVITIES</b></p> <p>Monitor and coordinate the professional, technical and operational outcomes associated with the functions related to Civil Services maintenance, in collaboration with line managers and community by,</p> <ul style="list-style-type: none"> <li>• Monitor key performance indicators and measures for determining/ assessing the level and appropriateness of service delivery with respect to all Services.</li> <li>• Coordinates the operational dimensions and resources (materials, plant and vehicle, decentralized depot operations) and monitors utilization and cost effectiveness of activities against operational plans.</li> <li>• Monitoring the adequacy of procedures and compliance with departmental guidelines with respect to trench re-installments resulting from excavations by the various utility service organizations, the construction of access hardening and installation of drainage and, recovery of expenditure incurred through repairing damages to road reserves resulting from building operations on adjacent properties.</li> <li>• Preparing/ approving drawings, designs and cost estimates for minor new works and, monitoring the implementation sequences thereof.</li> <li>• Evaluating interventions and/ or the design and construction of Civil Services Infrastructure contemplated or affected through external sources and, providing comments on constraints/ applicability with regards to ongoing maintenance.</li> <li>• Assessing and analysing material design, introduction of new materials and equipment and its impact on the functioning and level of service delivery.</li> </ul> <p>In order to ensure the activities, projects and assignments associated with the branch are monitored, deviations addressed and corrective measure introduced to curb non-conformance, poor quality and performance enabling the department to deliver in accordance with the laid down objectives, procedures and cost parameters.</p>

<b>6.</b>	<p><b>RELATIONSHIP MANAGEMENT AND COMMUNICATION</b></p> <p>Disseminates functional and operational information on the immediate, short- and long-term objectives and current development, problems and constraints, by</p> <ul style="list-style-type: none"> <li>• Implementing sequences associated with establishing database reflective of all capital, rehabilitation and special maintenance projects relating to roads and storm-water drainage to be undertaken in the regions/wards.</li> <li>• Participating in various meetings (council, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.</li> <li>• Responding, through the collections of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councilors, government departments, developers, etc.</li> <li>• Establishment and maintenance of a stakeholder database.</li> <li>• Attending stakeholder meetings such as, but not limited to, CPF, ward committees, IDP meetings.</li> <li>• Monitor the updating of the complaints system used by the Municipality.</li> <li>• Follow-up on complaints addressed and work done by Municipality to determine quality and effectiveness.</li> <li>• Design and implement municipal surveys.</li> <li>• Participate in municipal outreaches.</li> <li>• Conflict and dispute resolution within Barrydale community.</li> </ul> <p>In order to ensure information, advice or opinions or relevant matters is made available and/or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.</p>
<b>7.</b>	<p><b>LEGISLATIVE COMPLIANCE MONITORING</b></p> <p>Monitor legislative compliance in terms of applicable legislation and by-laws by</p> <ul style="list-style-type: none"> <li>• Answering basic queries on building works and land use.</li> <li>• Moving around within Barrydale and identify any perceived illegal building works and land use activities.</li> <li>• Liaising with the Department of Town Planning and Building control to ensure compliance with building regulations and land use by laws.</li> <li>• Monitoring any transgressions in terms of the municipal by laws and where applicable, issue notifications on compliance or refer to the relevant department for enforcement.</li> <li>• Receive and process applications on signage, events and gatherings in collaboration with the relevant department.</li> </ul> <p>In order to ensure legislative compliance within the Barrydale community.</p>

Enquiries may be directed to the Municipal Manager via e-mail to [carmen@swellendam.gov.za](mailto:carmen@swellendam.gov.za) .

Applications on the prescribed application form accompanied by a CV, **certified** copies of **ALL** qualifications, Identity Document, and at least two references must be directed to the Manager Human Resources (Mr P. Le Roux) to reach him on or before **Friday, 27 October 2023** at **16:00**. It is compulsory to complete the official application form (*available at all municipal offices as mentioned below*) in **own handwriting**. Applications that do not have supporting documentation will be **automatically disqualified**. Applications can be submitted at the respective administrative offices in Swellendam, BuffeljagsRivier, Suurbraak and Barrydale. **NO** applications by fax and **NO** late applications will be accepted. E-mail applications to a maximum of 20 pages can be sent to [careers@swellendam.gov.za](mailto:careers@swellendam.gov.za)

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Favour recruitment among councilors is an offence and will lead to disqualification of an application. If you do not receive feedback within two months of the closing date, you must accept that your application was unsuccessful.

49 Voortrek Street / (P.O. Box 20)  
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A. VORSTER  
MUNICIPAL MANAGER

(Notice HR 38/2023)