

NDLAMBE MUNICIPALITY

PORT ALFRED



1. VACANCY: MANAGER: TOWN PLANNING ON TASK GRADE 17 OF A CATEGORY 3 LOCAL AUTHORITY (SALARY SCALE: R 695 882 – R 903 308 p.a.)

Applications are invited from persons who consider themselves suitably qualified for the above position. A successful candidate will report directly to the “Director: Infrastructural Development”.

REQUIREMENTS:

- Minimum 4 years qualification Bachelor’s Degree or Btech in Town and Regional Planning.
- Minimum 6 years relevant experience with extensive knowledge of Planning in Local Government environment of which 4 years must be in Management level.
- Valid code 08 driver’s license without any endorsement.
- Registration with the S.A. Council for Town and Regional Planners as a Professional Planner.
- Experience in Property Management will be an added advantage.
- Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965) for Accounting Officers of Municipalities as provided in Regulation 493 dated 15 June 2007, Local Government: Municipal Regulations on Minimum Competency Level (CPMD).

DUTIES: KEY PERFORMANCE AREAS

- Manage Land Use control for Ndlambe Local Municipality to ensure that Town Planning Development and Spatial Planning meet statutory requirements.
- Evaluating, reporting and making recommendations regarding applications by members of the public to relevant authority (Council, MPT, EXCO etc).
- Update and disseminate Town Planning information to the members of the public within the municipal jurisdiction as applicable.
- Ensure compliance with the Spatial Planning and Land Use Management Act no.16 of 2013(SPLUMA)
- Assist with Township establishment for the purpose of facilitating the housing delivery processes.
- Assist in the preparation of the Spatial Development Framework, the review thereof and the formulation of the Land Development Objective in line with Local Government: Municipal Systems Act.
- Attend to rezoning and subdivisions by ensuring that all legislative requirements have been met.
- Administer Land and Estate section and management of Municipal properties.
- Administer, formulate, maintain and update the Municipal Zoning Schemes Regulations and ensuring that were applicable EIA regulations are adhered to.
- Preparation of monthly reports for EXCO and Council for consideration.
- Assume overall responsibility for the Management of the Land Use Management and Municipal Property Management by anticipating problems and identifying implications for the attention of the Director and Council to take informed decisions.
- Signing of legal documents on behalf of the Director in terms of the delegated authority by scrutinizing documents and affixing signature if in order to meet Council’s legal obligations.

- Attend to legal requirements of contract by scrutinizing and amending, while giving consideration to the hidden long-term implications of omissions or clauses in major agreements to ensure that Council's interests are protected.

2. VACANCY: TOWN PLANNING TECHNICIAN AND MUNICIPAL PLANNING TRIBUNAL ADMINISTRATOR ON TASK GRADE 11 OF A CATEGORY 3 LOCAL AUTHORITY (SALARY SCALE: R 296 308 0 TO R 384 644 p.a.)

Applications are invited from persons who consider themselves suitably qualified for appointment to the abovementioned position.

QUALIFICATIONS AND EXPERIENCE: A recognized undergraduate 3 National Diploma in Urban/Town Planning & Regional Planning. Registration with SACPLAN or eligible to register as a technical planner. • Minimum of three years land use planning experience in Local Municipality.

REQUIREMENTS AND SKILLS: A Code B driver's license • Own transport • A high level of computer competency, with proficiency in MS office (Excel, Access, Word, PowerPoint) and email; Good knowledge of relevant legislation and statutory provisions • Experience in the fields of land use management and development facilitation • Additional experience in this environment, especially related to disposal of assets (land), will be an added advantage • Ethical Behaviour • Analytical skills. • High level of responsibility • Ability to give attention to detail • Good organizational skills, public relations and administrative abilities.

KEY PERFORMANCE AREAS: • Liaise with the relevant Municipal Planning Tribunal members and the parties in relation to any application or other proceedings filed with the Municipal Planning Tribunal; • Maintain a diary of hearings of the Municipal Planning Tribunal; • Allocate meeting dates and application numbers to applications; • Arrange the attendance of meetings by members of the Municipal Planning Tribunal; • Perform the administrative functions in connection with the proceedings of the Municipal Planning Tribunal; • Ensure the efficient administration of the proceedings of the Municipal Planning Tribunal, in accordance with the directions of the chairperson of the Municipal Planning Tribunal; • Arrange the affairs of the Municipal Planning Tribunal so as to ensure that time is available; • To liaise with other authorities regarding the alignment of integrated applications and authorizations; • Prepare minutes and keep a record of all applications submitted and considered to the Municipal Planning Tribunal; • Assess building plans from a town planning point of view; Performs specific activities associated with providing support to line functions; • Receiving daily instructions from the Town Planner/ Manager pertaining to administrative duties; • Managing customer relationships through attending to customer queries and/or complaints, and liaising with other departments to resolve customer queries; • Conduct site inspections for building plans and land development applications received. • Scrutiny of building plans with regard to the compliance with the relevant scheme regulations and Council resolutions. • Assist with internal and outgoing correspondence on general town planning and land use matters; • Attending to illegal land use complaints and issuing of contravention notices to be distributed to affected parties. The position is subject to job evaluation.

3. VACANCY: SENIOR BUYER SCM – (SALARY SCALE: R 349 832 – R 454 092 p.a.) TASK GRADE 12 OF A CATEGORY 3 LOCAL AUTHORITY

Applications are invited from persons who consider themselves suitably qualified for the above position.

REQUIREMENTS:

- Grade 12 with 3 years National Diploma in Supply Chain Management or Logistics or Purchasing.
- A B Degree in one of the aforementioned fields will be an added advantage.
- At least four years relevant working experience in the field of SCM.
- A reasonable technical knowledge of the various items generally procured by municipalities.
- A good working knowledge of MS Office applications, particularly Excel.
- Be able to work long hours.
- Attention to detail.
- Integrity and high level of ethical behaviour.

DUTIES: KEY PERFORMANCE AREAS:

- Obtain quotations from accredited suppliers on database for transactions under R30 000 in terms of SCM policy.
- Evaluate and check responsiveness of quotations with regards to legislative and SCM requirements and make recommendations on award of quotations.
- Ensure proper rotation of suppliers in accordance with regulations.
- Provide input in the drafting of tender of tender notices or and formulation of contract in respect of procuring and appointing vendor/service providers for the delivery of specific services.
- Ensure that the process comply with the SCM Policy and relevant and applicable legislation.
- Communicate with immediate supervisor on the status of specific orders and of possible steps necessary to avoid duplication.
- Ensure fair and transparent procurement processes and maintain high level of confidentiality.
- Check completeness and correctness of requisitions before sending it for the processing of orders.
- Organise and attend site meetings and information sessions for quotations if and when applicable.
- Ensure all information are recorded and kept properly for auditing purposes.
- Any other duties reflected on the Job Description.

4. VACANCY: CONTRACTS MANAGEMENT OFFICER (SCM) - SALARY SCALE: (R 349 832– R 454 092 p.a) TASK GRADE 12 OF A CATEGORY 3 LOCAL AUTHORITY

Applications are invited from persons who consider themselves suitably qualified for the above position.

REQUIREMENTS:

- Grade 12 with 3 years B Degree/National Diploma in Supply Chain Management or Logistics or Purchasing with a Contracts Management Law as a subject or B Degree in Law
- 3 to 5 years' experience in the field of Contracts Management
- Be able to work long hours.
- Attention to detail
- Integrity and high level of ethical behaviour

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge of contract management; Knowledge of the management of service level agreements; Knowledge of legal administration; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of applicable government policies; Knowledge of strategy development; Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment.

DUTIES: KEY PERFORMANCE AREAS

- Responsible for the managing of contracts and service level agreements of Ndlambe Municipality Review and recommend contract type, determine appropriate procurement strategy, and method of compensation for the user Directorate.
- Develop terms and conditions of contracts and service level agreements of user Directorates.
- Lead contract negotiations to achieve best overall value for the agency.
- Perform contract administration (e.g. administer contract amendments, prepare in-house memoranda, and correspond with vendors and liaise with the Legal Advisor).
- Prepare and issue professional service agreement work directives.
- Negotiate and maintain rate agreements and any adjustments in mark-ups or indirect rates with consultants in coordination with Project Management Unit.
- Maintain all historical contract records that include print and website advertising.
- Assist in analysing bids received and determine responsiveness.
- Assist SMME's with procurement training in collaboration with the Project Management Unit.
- Ensuring that a full and proper record of the financial affairs of the SCM are kept in accordance with the prescribed norms and standards.

To apply, please send your C.V, certified copies of qualifications, ID document, driver's license and covering letter (including details of at least 3 contactable references) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Please note that no faxed or emailed applications will be considered. **Application forms are downloaded on the Municipal website (www.ndlambe.gov.za). The closing date is Thursday, 10 November 2022.**

A prospective candidate must declare any previous information that might compromise Ndlambe Municipality/candidate.

Employment Equity Plan will be complied with and applicants with disabilities and underrepresented groups (White and Indian females and males) are invited to apply. All applications who do not receive any response within 21 days of the advertisement, should know that their applications have not been successful.

NOTICE NUMBER: 186/2022
24 October 2022

ADV. R. DUMEZWENI
MUNICIPAL MANAGER

The Herald

Municipal Website

Municipal Noticeboards