

NKANGALA DISTRICT MUNICIPALITY EXTERNAL ADVERTISEMENT



Nkangala District Municipality

Date: 18/10/2022

Signature: [Signature]
Corporate Services/ HR Department

DIVISIONAL MANAGER: FACILITIES, FLEET AND SECURITY (REF:CS.10/2022)

WORKSTATION: NKANGALA DISTRICT MUNICIPALITY: CORPORATE SERVICE DEPARTMENT

SALARY SCALE: R 561 609/ R 575 679 per annum

TERM OF OFFICE: PERMANENT

POST LEVEL: 3/9

QUALIFICATIONS: *A relevant tertiary qualification, a three-year National Diploma/ B. Degree in Property Management/ Build Environment or Fleet Management/Logistics/Security Management or any other relevant related qualification; Valid driver's license and computer literacy: MS Office.*

KNOWLEDGE AND SCOPE OF WORK:

- *Manage the Property, Fleet and Security Management Functions under the direct supervision of the General Manager/ Manager: Corporate Services and may be required to manage more junior staff, by:*
- *Implement the Property, Fleet and Security Management Strategy and Action Plans;*
- *Action detailed plans for Property, Fleet and Security Management, acquisition, disposals and leases in terms of the Municipality's Policies;*
- *Managing the Council property including fleet portfolio and implement approved property and fleet management planning systems and tools in support of Corporate Services department mandate;*
- *Implementing expert solutions and services that align with Corporate Department's business strategy, vision and mission;*
- *Managing the property, fleet and security portfolio aligned with Municipality's budget; and*

EXPERIENCE: *8 years or more relevant experience in Property, Fleet or Security Management at middle management*

DUTIES:

- Identifies and defines the immediate, short and long term objectives/ plans associated with the Section.
- Financial Control and Risk Management in line with prescribed municipal policies and the Legislated regulations.

- Personnel and Performance Management of staff within the unit.
- Manage the implementation of the section budget.
- Communication and Stakeholder Relations.
- Fleet, Property and security management within the municipality and other site offices.

CORE PROFESSIONAL COMPETENCIES:

INFLUENCING

- Ascertains a range of options for client / stakeholder action;
- Gives options and recommendations of preferred option to clients / stakeholders;
- Provides reasons for preferred option; and
- Follows through on final decision.

TECHNICAL COMMUNICATION

- Delivers messages and technical information in a manner that gains support, commitment and agreement;
- Conveys information through various media, using a number of techniques to maintain audience attention in lieu of technical concepts;
- Communicates controversial, sensitive messages to stakeholders tactfully;
- Balances political views with municipal needs when communicating differing viewpoints on complex technical issues;
- Ensures understanding by asking questions and can reframe or convey messages in different ways to enhance understanding;
- Shows an exceptional grasp of the power of language and is very articulate;
- Demonstrates conceptual clarity when communicating (i.e. explains ideas, viewpoints very clearly); and
- Ensures all bases are covered and that all information is correct and complete.

ORGANIZATIONAL AWARENESS

- Understands and internalizes the municipality's priorities and goals; and
- Shows an in-depth knowledge of municipal and sector legislation, together with all relevant protocols.

CONCEPTUAL THINKING

- Demonstrates an intuitive grasp of issues and is able to link information;
- Looks for new ways to solve problems and demonstrates innovative and creative thinking;
- Able to balance detail orientation with 'big picture' thinking;
- Deals effectively with unpredictability and can 'think on his/her feet'; and
- Comfortable with a degree of ambiguity.

FUNCTIONAL COMPETENCIES:

PROJECT MANAGEMENT

- Organises, prioritises, and schedules tasks so that they can be performed within budget and with efficient use of time and resources.
- Measures progress and monitors performance and results;
- Assumes responsibility and accountability for successful completion of tasks and projects;

Mkangala District Municipality

Date: 10/14/2022

Signature: 
Corporate Services/ HR Department

FINANCIAL MANAGEMENT

- Ensures high quality output and initiates action to correct problems; and
- Develops contingency plans for potential problems.
- Demonstrates competencies from level 1 and 2;
- Will utilise the most cost- effective combination of media and communication channels and techniques to convey municipal messages to residents and stakeholders;
- Understands and weighs up financial implications of propositions (e.g. advertising campaigns);
- Procures external service providers through the municipality's Supply management system;
- Develops corrective measures/actions to ensure alignment of budget to financial resources; and
- Has in-depth knowledge of national policy and legislation impacting on municipal finance.

INFORMATION MEASURING AND MONITORING

- Collects and reviews data regularly to monitor progress, especially following a specific campaign, or to ascertain.
- effectiveness of communication, or to anticipate particular service delivery needs;
- Able to interrogate information, analyse and draw conclusions to identify trends; and
- Able to determine whether media coverage is positive, negative or balanced, together with a view on the value and impact of the coverage.

TECHNOLOGY USAGE

- Demonstrates creativity when using various aspects of technology in the department.
- Is aware of the latest developments and where necessary will put forward proposals to acquire technology that will assist in achieving results; and
- Demonstrates technical expertise in the use of technological equipment in the area.

NOTE: *Nkangala District Municipality is a designated, equal opportunity, representative employer. **Persons with disabilities and African, Indian and Coloured Females** are especially encouraged to apply, although this does not suggest that the process of recruitment excludes members from non-designated groups.*

- *All applications must be made on the Official Application form provided in our website www.nkangaladm.gov.za accompanied by a comprehensive CV together with certified copies of qualifications and documents; and be returned to NDM e-recruitment@nkangaladm.gov.za.*
- *Shortlisted candidates will be subjected to suitability checks including qualifications, employment records, criminal records, and company ownership/ directorship and reference checks. Applications not accompanied by the required documentation will not be considered;*
- *Late applications will not be considered.*

If you do not receive any response within two months after the closing date, please accept that your application has been unsuccessful. Regret correspondences will be limited to shortlisted candidates only.

Nkangala District Municipality reserves the right not to fill advertised vacancies.

Enquiries: Ms. Susan Silinda – Senior HR Officer

Closing Date: 31 October 2022

Nkangala District Municipality

Date: 18/10/2022

Signature: 
Corporate Services/HR Department