

OVERBERG DISTRICT MUNICIPALITY



The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Community Services, Division Resorts, to be filled permanently as soon as possible.

SUPERINTENDENT - UILENKRAALSMOND

Requirements: National Diploma in Facility Management or equivalent. 5 – 8 Years management experience. Computer Literate: MS Office. Code B Driver's License.

Other requirements: Incumbent must have operational control and responsibility over the Resort. Compile operational work plans and maintenance programs. Analyse and draft budget and procurement. Performs general administrative duties. Incumbent must be literate in at least two of the three languages of the Western Cape.

Responsibilities/ Duties: The incumbent will be responsible for management, co-ordinate and supervise the staff of The Resort. Compile and implement the maintenance plan (projects) with time frames by identifying and analysing the operational needs in accordance with the annual budget. The incumbent must ensure the execution of operational and maintenance requirements to guaranteed effective functioning of the Resort. Responsible for Health & Safety at the Resorts and attending Health & Safety meetings as representative. Attending various meetings such as EPWP meetings with Provincial EPWP Committee, with Camp Committees, etc. Ensure an effective client service.

The competency level for this position is a level 3 as stipulates in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/Leadership Competencies
<ul style="list-style-type: none">• Managing Work• Facility specific skills• Workplace safety	<ul style="list-style-type: none">• Interpersonal relationships• Communication• Service Delivery Orientation	<ul style="list-style-type: none">• Action Orientation• Resilience• Change readiness• Learning orientation• Problem solving• Accountability and Ethical Conduct	<ul style="list-style-type: none">• Direction setting• Impact and Influence• Coaching and Mentoring• Team Orientation

Job related enquiries: Mr D Adonis (028 425 1157)

Salary: T-12 = R 358 224 – R 465 000 per annum plus the normal fringe benefits of a Local Authority.

Closing date: 03 March 2023

All applications must be submitted on the prescribed ODM application form, (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, Private Bag X22, Bredasdorp 7280 for attention Ms Anita August or email to aaugust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, are encouraged to apply.
2. It would be expected of candidates to be subjected through evaluations and that previous and current employers, as well as references will be contacted. Verification will be done on qualifications, criminal and credit records.

3. Overberg District Municipality complies with the Protection of Personal Information Act, Act4 of 2013 (POPIA), Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.



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