

# CAREER / OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

**Garden Route District Municipality is fully committed to Employment Equity.**

**Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.**

**Applications are invited for the following vacancy in the Office of The Municipal Manager.**

**MANAGER: POLICY RESEARCH, DEVELOPMENT & COORDINATION: OFFICE OF THE STRATEGIC MANAGER  
(GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)**

**Salary:** R 393 640,20 – R 510 962,40 per annum (T14)

**Minimum requirements:**

- Post graduate bachelor's degree in Public Administration, Commerce or related field.
- 7 years of governance experience preferably in a municipal environment.
- Experience in developing, coordinating, designing and delivering a variety of policies, procedures and programs.
- Knowledge of research and policy development and application review.
- Experience in facilitation/stakeholders is required.
- Code B drivers licence
- Computer literacy (MS Office)
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).

**Duties:**

- Manage and coordinate the formulation of policies
- Research, analyse and review policy issues, identifying emerging issues, developing evidence-based options and recommend solutions to resolve problems and mitigate risks.
- Provide policy advice, support and information to departments/stakeholders in developing policies/strategies/programmes.
- Build and maintain relationships with key stakeholders, facilitating their engagement in, and contribution to, the identification and development of policy solutions and to inform policy decision making.
- Monitor, evaluate and report on the development and/or implementation of policies to identify issues and ensure the achievement of desired outcomes.
- Assist in the development, coordination and organisation of advocacy activities.
- Proactively monitor and research relevant policy topics related to public sector
- Leads engagement, outreach and education programs relating to policy development.

**Note (s):**

- Preference will be given to candidates residing in the Garden Route District Municipal area.
- Applicants should confirm their employment history by submitting the following supporting documentation:
  - Qualifications (Degree/Diploma)
  - Identity Document (SA);
  - Any other applicable documentation required.
- Candidates must be willing to be subjected to practical/proficiency testing.
- Candidates must be willing to be subjected to a criminal record check.
- Your application will also be subjected to references from your previous or current employers.
- **No late, faxed or emailed applications will be accepted.**

**Probation period:** 6 months

**Benefits:**

- Subsidised housing-, medical-, pension- and group insurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.
- Perk Scheme.

**Application forms and further information:**

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original certified copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530. The application forms are available at the offices of Garden Route District Municipality or visit our website at [www.gardenroute.gov.za](http://www.gardenroute.gov.za). For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413. Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

**The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.**

**Closing date:** Thursday, 06 February before 16:30

**Notice no:** 3/2020

**MG STRATU  
MUNICIPAL MANAGER**



**Candidates with disabilities are encouraged to apply.**