

# CAREER OPPORTUNITY

Jou roete na vooruitgang • Indlela yakho eya empumelelweni • Your route to prosperity



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 Planning & Economic Development Services Department.

## ADVERTISEMENT MANAGER: PROJECTS, PROPERTIES, FACILITIES & RESORT (GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)

**Basic Salary per annum:** R 751 056.00- R 974 928.00 (T17)

### Minimum requirements:

- A relevant Tertiary Qualification, preferably Bachelor's degree in Property Management /Built Environment or Project Management or related
- Computer literacy
- Arithmetic Skill
- Project Management
- 8 years Managerial experience of which 5 of that must be in Project Management/ Property management/ Resort Management/ Resort Management/ Financial Management
- Code B driver's License.
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

### Competencies:

Discipline Specific Skills, Financial Management, People management, Planning and organising, Monitoring and Control, Organisational Awareness, Attention to Details, Direction Setting, Dispute resolution, Problem Solving, Negotiation, Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

### Duties:

- Manage and prepare Annual Operating Budget for the Projects, Properties, Facilities and Resort Section.
- Manage and Control Council Property Investment Portfolio
- Manage Properties section: Leasing, Litigation, Disposal, Contracts and Acquisition of properties.
- Oversee management and operations of Municipal Resorts: Personnel, Facilities, Bookings and Marketing.
- Manage Maintenance Section: Emergencies, Unplanned and Planned, also managing of Council Equipment and Material.
- Manage Catalytic Projects related to Alternative Energy, Bulk Water Supply, Fresh Produce Market, Special Developments.
- Manage project elements, including, but not limited schedule, cost, resources, and risks.
- Lead and drive partnership and investment for development of Council properties.
- Lead and participate at statutory meetings such as Council, Mayoral Committee, Portfolio Committees and Ad-hoc Special Committees as nominated by the Executive Manager/Municipal Manager.
- Exhibit keen attention to detail and proficiency in administrative tasks.
- Prepare business plans that are aimed attracting possible funding for Municipal Catalytic Project.

### Please Note:

1. The Municipality reserves the right not to make an appointment.
2. It would be expected of candidates to be subjected to thorough evaluations. References will be contacted. Verification will be done on qualifications, criminal and credit records. The candidates will be required to disclose all financial interests. Original qualification certificates must be produced at any resultant interviews.
3. Please apply by completing your online profile on the eRecruitment Portal. The eRecruitment System is available on the Garden Route District Municipality website at [www.gardenroute.gov.za/jobs/apply](http://www.gardenroute.gov.za/jobs/apply) for job/Option1: E-recruitment website/ register or log on. Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months). The successful applicant will be stationed in Calitzdorp, and his/her appointment is subject to the signing of an employment contract and a performance agreement; disclosure of financial interest; and security vetting.
4. No posted, faxed, email or hand delivered applications will be considered - If you have not heard from us within two months of the closing date, please accept that your application has been unsuccessful
5. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification • Fraudulent qualifications or documentation, will immediately disqualify any applicant.

### Probation period: 6 months

### Benefits:

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

### Applying process and further information:

Please apply by completing your online profile on the eRecruitment Portal. The eRecruitment System is available on the Garden Route District Municipality website at [www.gardenroute.gov.za/jobs/apply](http://www.gardenroute.gov.za/jobs/apply) for job/Option1: E-recruitment website/ register or log on. Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months).

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:** Friday, 01 December 2023 before 13:30

**Notice no:** 123/2023

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MUNICIPAL MANAGER



Candidates with disabilities are encouraged to apply.