

**SBDM DRAWS THE ATTENTION OF ALL INTERESTED APPLICANTS TO ITS DECISION TO RELOCATE ITS HEAD OFFICES TO ADDO IN THE SARAH BAARTMAN DISTRICT AND FURTHER CONFIRMS THAT THE RELOCATION PROCESS WILL TAKE PLACE IN THE NEAR FUTURE.**

## **Directorate: Economic Development & Planning**

### **DEVELOPMENT PLANNER**

**BASIC SALARY: R590 448 - R766 464 P.A. TASK GRADE TK:15 • PERMANENT POSITION**

**Requirements:** • A Degree in Development Studies, Town Planning or Public Management • Knowledge of applicable and relevant legislation • Five years' relevant local government experience of which two years' must be in IDP • Experience with the District Development Model will be an added advantage • Appropriate management and administration skills • Proven facilitation and presentation skills is essential • Excellent organisational and interpersonal skills • Research and information gathering skills • Computer competency practically MS Office packages is essential • Ability to function independently and willingness to work long irregular hours when required • A valid Code EB driver's licence is essential.

**Key performance areas:** • Manage and coordinate all processes relating to IDP and ensure Municipal legislative compliance in the District • Coordinate and draft the DDM One Plan • Identify and define the immediate, short and long term objectives/plans and control associated with integrated development planning • Implement new developments and legislative imperatives supporting IDP development procedures and policies • Responsible for the annual preparation of the IDP framework Plan process in terms of chapter 5 of the Municipal Systems Act 32 of 2000 • Present action plans of IDP interventions necessary to achieve acceptable levels and standards of service delivery to the relevant stakeholders for consideration and inclusion into the Municipality's short medium-term performance and service delivery plans • Manage the development of the IDP Review Process Plan and liaise with all relevant municipal Department, Local Municipalities and other spheres of government to ensure alignment of plans • Prepare submissions/reports to Committees of council for perusal and discussion • Prepare capital and operating estimates and implement expenditure controls against the approved sectional budget allocations • Disseminate functional and operational information on the immediate, short and long term objectives and current IDP developments, problems and constraints • Manage specific administrative and reporting requirements associated with the key performance and result indicators of the functionality • Handle facilitation of the department, implementation and maintenance of the Integrated Development Plan for the District Municipality's area of jurisdiction in accordance with all legislative requirements • Render strategic support and policy advice to the Director: Planning and Economic Development, the Executive Mayor, the Committee of Council and Municipal Manager on all matters pertaining to the developmental roles and responsibilities of the District Municipality • Coordinate and render support to the seven (7) local municipality • Empower Local Municipalities' IDP Coordination/Managers to the provision of education, training and organisational learning in respect of integrated development planning and related processes • Liaise with local municipalities departments continually to ensure that all activities and operations are aligned with IDP.

## **Directorate: Office of the Municipal Manager**

### **RISK OFFICER**

**BASIC SALARY: R404 028 - R524 424 P.A. TASK GRADE TK:12 • PERMANENT POSITION**

**Requirements:** • A Degree in Internal Audit • Minimum of 3 years' relevant local government experience • Two years' experience in risk management in Local Government • Practical understanding of the Constitutional, Legislative and Policy Frameworks governing the local government sphere • Understanding of at least two official languages spoken within the district • Analytical and report writing skills • Good communication and interpersonal skills • Knowledge of computer programmes and intermediate to advance competency in MS Excel programme • Must be able to work under pressure, especially when deadlines have to be met • Must be able to work independently and be part of a team • A Code EB driver's licence.

**Key performance areas:** • Conduct risk assessment investigation within departments in order to identify specific risks • Develop Risk Monitoring system that will identify Risks and remedial actions • Draft risk engagement and mitigation plans based on risk strategy and Municipal processes • Ensure that key risk indicators are included in the risk register • Draft action plans based on outcome of risk assessment processes • Prepare the draft risk report which include major findings causes, impact and recommendations, communicate the findings and recommendations of the draft report verbally with the superior to reach consensus and clarity • Advise and consult with departments officials independently or in conjunction with the supervisor, at various functional level to guide the department on specific aspects of control and/or the risk audits being conducted in their area of responsibility • Undertake special investigations as may be directed by Superior and provide a report and expense an opinion on the matter being investigated • Compile report of findings after all risk assessments/investigations/interviews for submission to supervisor • Provide support to Local Municipalities in Risk processes including developing of Risk reports and remedial action plans • Prepare reports on identified Fraud and corruption activities • Complete risk register according to risk reports, audit reports, risk meetings and other engagements as appropriate • Implement and monitor an Electronic Risk Management System.

## **Directorate: Corporate & Finance Services**

### **SENIOR CLERK: COMMITTEES**

**BASIC SALARY: R168 000 - R218 076 P.A. TASK GRADE TK: 06 • PERMANENT POSITION**

**Requirements:** • A Grade 12 NQF Level 6 and an Administration or Secretarial Diploma • Two (2) years' experience in a Secretariat environment dealing with Council Committees agendas and minutes • Ability to pay attention to detail and assertiveness when dealing with critical issues • Ability to speak at least two languages spoken within the district. • Must have excellent communication and interpersonal skills and able to work under extreme pressure and adapt to changing circumstances • Must have typing skills and practical application of computer skills (MS Word, Excel, Power Point) • Good understanding of meetings procedures and Local Government • Knowledge of Council Procedures and Rules of Order would be advantageous.

**Key performance areas:** • Provide full administrative services and activities associated with preparation of documents and correspondence for Council and other specific committees of the Municipality • Attend to the Secretariat services associated with committees and Secretariat functions • Responsible for circulation and processes associated with Secretariat services of the Municipality in support of appropriate decision making process, general administration and office auxiliary services • Responsible for providing assistance to specific committee Chairpersons with regarding Councils resolutions, reports, minutes, communicating and implementation of the Council standing committees and sub-committees • Maintenance and operating audio-visual equipment, furniture fittings to be used during meetings procedures, in order to ensure the effective use of presentation material and equipment and ensure the smooth operation thereof during meetings and workshops • Circulation of attendance registers relating to attendance of meeting by Councillors and stakeholders.

### **ADMIN CLERK: CORPORATE SERVICES**

**BASIC SALARY: R143 004 - R184 716 P.A. TASK GRADE TK: 05 • PERMANENT POSITION**

**Requirements:** • A Grade 12 with typing skills • 1 year Secretarial Diploma is advantageous • Two (2) years' experience in a busy administrative environment • Must have excellent office administration and typing skills - typing speed of at least 60wpm (testing will be administered) • Ability to work independently with minimal supervision • Ability to use discretionary decisions in certain instances when required • Ability to work under pressure, handle multiple assignments and meet deadlines • Highly efficient and impeccable telephonic skills • Extinctive knowledge of computer packages with practical skills is essential • Ability to speak at least two official languages spoken within the SBDM area jurisdiction.

**Key performance areas:** • Render word processing functions to all department personnel • Handle reception and telephone duties • Fax, file and capture database for Corporate Services department • Arrange travel and accommodation arrangements for department personnel • Handle stationary orders and basic commodities required by the unit • Handle petty cash requests on behalf of the section personnel • Assist with additional functions from various units from the department as and when required.

**Benefits include:** Medical aid, Retirement fund, 13th cheque, Group life and Housing subsidy.

**Note:** All applications must be made on the Official application forms which can be obtained from the Sarah Baartman District Municipality website at [www.sarahbaartman.co.za](http://www.sarahbaartman.co.za) or from the Council premises, Security Foyer. The application form must be accompanied by a comprehensive CV including certified copies of identity document, qualifications and all other relevant requirements.

Completed applications should be posted for the attention of the **Senior Manager: Corporate Services, P O Box 318, Port Elizabeth, or delivered at 32 Govan Mbeki Avenue, Gqeberha, 6000.** Tel. (041) 508 7117 or (041) 508 7044 for further information.

No late application received after the closing date will be accepted. No application forms other than that of SBDM will be accepted. The SBDM reserves the right not to make an appointment.

The Council does not notify unsuccessful candidates except those invited for interviews. Applicants not contacted within six weeks after the closing date should accept that their applications were not successful.

**CLOSING DATE: 14 FEBRUARY 2025.**

**MS. U DANIELS: MUNICIPAL MANAGER**

**NOTICE NO. 11/2025**