



DIRECTORATE: COMMUNITY SERVICES

MANAGER: PARKS & GARDENS

WC0441621

REF: COMM T15 01/07/21

SALARY SCALE: R505 596 – R656 340 per annum T15

REQUIREMENTS:

- NQF Level 7 in Natural Sciences (i.e. Forestry, Agriculture, Nature Conservation, Horticulture etc.)
- Valid Code EB Drivers' License
- 5 years management experience at middle / senior level
- Ability to communicate in at least 2 of the official languages of the Western Cape

SPECIAL CONDITIONS ATTACHED TO THE POSITION:

- Physically mobile and able to perform functions required – reasonable fitness and health
- Emotionally stable, mature and ability to work with people of all walks under difficult circumstances
- Must have excellent managerial skills
- Must have good interpersonal relationships
- Must be prepared to attend meetings after normal office hours and work overtime when required

DUTIES:

- Manage and responsible for the drawing up and championing of By-laws for the Parks section
- Drawing up and implementing of policies (planning) after submitting it for the necessary approval by Council
- Drawing up of Master Plans for the Parks Section and ensure the inclusion thereof in the IDP
- Drawing up of Master Plans for the SDBIP with the inclusion of KPI's
- Periodic gaps (swot) analyses in Parks service delivery skills and decide / determine necessary interventions
- Keep abreast of latest technology and all Parks medium term and IT planning inputs, methods and developments
- Keep abreast of all legislation pertaining to Parks and Local Government
- Compile and responsible for standing items to the Section 80 Committee
- Include key performance indicators of subordinates making input to Committees of Council
- Provide input to the Risk Management Plan for the Parks Section
- Ensure legal compliances and representation/liaison with:
 - Department of Environmental Affairs National (now DEFF) (Environmental Management Act – Protected Areas Act, Biodiversity Act and Integrated Coastal Management Act)
 - Forestry and Agriculture Department of Environment, Forestry and Fisheries
 - Health,
 - Home Affairs,
 - Land Affairs,
 - Department of Water and Sanitation
 - Provincial Departments (Department of Environmental Affairs and Development Planning)
 - Provincial Agriculture,
 - SALGA, Department of Co-operative Governance and Traditional Affairs,
 - Department Sports Culture and Recreation,
 - Culture Arts and Science and any other from time to time
- Responsible to attend IDP meetings

ENQUIRIES: MR ALLEN PAULSE (044 801 9204)

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George or www.george.gov.za . Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: HRAdmin@george.gov.za

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 18 JULY 2021

BESTUURDER: PARKE & TUINE

WC0441621

VERWYS: COMM T15 01/07/21

SALARISSKAAL: R505 596 - R656 340 per jaar T15

VEREISTES:

- NKR-vlak 7 in Natuurwetenskappe, (dws Bosbou, Landbou, Natuurbewaring, Tuinbou, ens)
- Geldige kode EB bestuurderslisensie
- 5 jaar bestuurservaring op middel- / seniorvlak
- Die vermoë om in ten minste twee van die amptelike tale van die Wes-Kaap te kommunikeer

SPESIALE VOORWAARDES AAN DIE POSISIE:

- Fisies beweeglik en in staat om funksies uit te voer - redelike fiksheid en gesondheid
- Emosioneel stabiel en volwasse en die vermoë om onder moeilike omstandighede met mense met verskillende agtergronde te werk
- Moet oor uitstekende bestuursvaardighede beskik
- Moet goeie interpersoonlike verhoudings hê
- Moet bereid wees om vergaderings na normale kantoorure by te woon en oortyd te werk wanneer nodig

PLIGTE:

- Die bestuur en verantwoordelikheid vir die opstel en beywering van verordeninge vir die parke-afdeling
- Die opstel en implementering van beleide (beplanning) nadat dit voorgelê is vir die nodige goedkeuring deur die Raad
- Die opstel van meesterplanne vir die parke-afdeling en om die opname daarvan in die GOP te verseker
- Opstel van meesterplanne vir die SDBIP met die insluiting van KPI's
- Periodieke leemtes (swot) -ontledings in Parks-dienleweringvaardighede en besluit / bepaal die nodige ingrypings
- Bly op hoogte van die nuutste tegnologie en alle insette, metodes en ontwikkelings op mediumtermyn en IT-beplanning
- Hou alle wetgewing rakende parke en plaaslike regering op hoogte
- Stel op vir die Artikel 80-komitee wat verantwoordelik is vir staande items
- Sluit sleutelprestasie-aanwysers in van ondergeskiktes wat insette lewer by die Raadskomitees
- Lewer insette tot die risikobestuuersplan vir die parke-afdeling
- Verseker wettige nakoming en verteenwoordiging/ skakeling met:
 - Departement van Omgewingsake Nasionaal (nou DEFF) (Wet op Omgewingsbestuur - Wet op Beskermdede Gebiede, Wet op Biodiversiteit en Wet op Geïntegreerde Kusbestuur)
 - Bosbou en Landbou Departement van Omgewing, Bosbou en Visserye
 - Gesondheid,
 - Binnelandse Sake,
 - Grondsake,
 - Departement van Water en Sanitasie
 - Provinsiale departemente (Departement van Omgewingsake en Ontwikkelingsbeplanning)
 - Provinsiale Landbou,
 - SALGA, Departement van Samewerkende Regering en Tradisionele Sake,
 - Departement Sportkultuur en Ontspanning,
 - Kultuur, kuns en Wetenskap, en enige ander liggame van tyd tot tyd
- Verantwoordelik om GOP-vergaderings by te woon

NAVRAE: MR ALLEN PAULSE (044 - 801 9204)

Die Raad oorweeg alle aansoeke in terme van sy Diensbillikheidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/onderverteenvoerdigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV, dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burgersentrum, Yorkstraat, George of www.george.gov.za . Rig u aansoek aan: Die Bestuurder, Menslike Hulpbronne, Posbus 19, George, 6530 of per e-pos: HRAdmin@george.gov.za

Let wel: Heg asseblief gesertifiseerde afskrifte van u hoogste opvoedkundige kwalifikasies of relevante kwalifikasies soos vereis van die pos aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Neem kennis dat u aansoek aan verifikasie van kwalifikasies, krediet en kriminele rekords, onderwerp sal word.

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitingsdatum vir 'n onderhoud genooi word nie, kan u aanvaar dat u aansoek onsuksesvol was.

DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK

SLUITINGSDATUM: 18 JULIE 2021