



## **JOZINI MUNICIPALITY (KZ 272)**

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 5721269 Email: [bnyawo@jozini.org.za](mailto:bnyawo@jozini.org.za) Fax: (035) 5721423

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### **JOB ADVERTISEMENT**

**POSITION** : Executive Director: Technical and Planning

**DEPARTMENT** : Technical and Planning Services

**LOCATION** : Jozini Local Municipality

**JOB GRADE** : (Salary Scale: Negotiable)

**REPORTS TO** : Municipal Manager

**CLOSING DATE** : 06/03/2013

The Job Content is described in terms of the Objectives and Outputs.

### **OBJECTIVES**

To effectively and efficiently improve the infrastructures within the Jozini Local Municipality

### **OUTPUTS**

**As a head of Technical & Planning Development, the incumbent will manage and administer the following:**

- Control and coordination of consultant
- Planning and managing physical resources of the Municipality
- Administer all activities related to Technical & Planning Department
- Oversee the preparation of the Annual Report and Departmental Service Delivery Improvement Plan
- Manage and facilitate Departmental Quarterly Performance Reporting
- Provision of sustainable, reliable and affordable infrastructural services to the municipality and stakeholder communities
- Management of Project Management unit
- Supervision of staff and contractors
- Preparation of departmental budget
- Drawing up of business plans for projects
- MIG Planning and Administration Management
- Management of all resources and activities of the Technical & Planning and Economic Development, including but not limited to Integrated Development Planning (IDP), Performance Management Systems (PMS), Local Economic Development (LED) and Tourism Promotion, Land Use Management Systems (LUMS), Geographical Information System (GIS), Local Transport



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Planning, Environmental Management, Development Facilitation, Project Management and Property Rates Implementation

- Manage the preparation, implementation and review of the IDP and PMS processes
- Provide the management guidance to the preparation and implementation of the Municipal LED and Tourism programs
- Manage the establishment and the implementation of the Municipal GIS functions
- Manage the preparation, implementation and management of the Municipal Town Planning and LUMS.
- Manage and co-ordinate all Municipal Environmental Management and planning processes i.e. preparation of the Local Environmental Management Plan
- Ensure the compilation of both the Operational and Capital Budgets of the Department as the requirements of the Municipal Finance Management Act
- Manage all Municipal Development Facilitation and project management efforts and processes
- Manage the implementation of the Municipal Property Rates Act, particularly where planning is concerned
- Adhere to reporting to the Municipal Manager in writing monthly Departmental activities

### **COMPETENCIES**

#### **Skills:**

- Innovative and proactive
- Computer literacy and ability to apply technology
- A valid code B or code 8 driver's license

#### **Knowledge:**

- Through understanding of engineering standards and practices, electricity regulations
- OHS Act requirements, water regulations and provisions as well as legislation associated with the provision of the development infrastructure
- Ability to translate National & Provincial Government policies and laws into Municipality's IDP

### **REQUIREMENTS**

#### **Qualifications:**

- A relevant B Degree (Civil Engineering) or Equivalent (NQF Level 7)
- Registration with the Civil Engineering Council or SALCPAN would be an added advantage

#### **Experience:**

- A minimum of five (5) years experience at Senior Management in Technical & Planning
- In depth knowledge of Technical and Planning
- Extensive experience in all aspects of infrastructure development in rural areas
- Local Government experience will be an added advantage



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The Company's approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

Please forward your application to HR Manager: Jozini Municipality, Private Bag X 028, Jozini, 3696. Application letters should be accompanied by comprehensive CV together with certified copies of qualifications, ID Copy and Driver's license. Incomplete CV's will not be considered

Faxed and Emailed applications are not allowed

Approval by MM Yes / No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_