

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

**DIRECTORATE: TECHNICAL SERVICES
ELECTRICAL DEPARTMENT
SENIOR MANAGER ELECTRO TECHNICAL SERVICES (REFERENCE: EL 1)
PERMANENT APPOINTMENT - CERES**

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- A relevant B Eng or BSc (Eng) Engineering Degree and eligibility for registration as Pr Eng, plus a GCC or Pr Cert Eng.
- Computer Literacy in MS Office Applications.
- 10 years of relevant experience.
- Eligible for appointment as a designated person in terms of regulation 2(1) of the General Machinery Regulations under the OHSA Act 85/1993, for the installation of 34 MVA.
- Code B driver's license.
- Managerial and supervisory skills.
- Work overtime during peak time and as and when required.
- Must attend meetings after hours.
- Required to act as Director: Technical Services in the absence of the Director.
- Human Relations and communication skills.
- Must be mentally and physically healthy to perform the job functions.
- High level of responsibility.
- Ability to give attention to detail.
- Ability to work under pressure without tolerance for errors.
- Fluent in 2 of the 3 languages spoken in the Western Cape: Afrikaans, English, or Xhosa.
- **Please note:** A performance agreement is also applicable to this position, whereby the employer reserves the right to institute a performance management program.

Competencies

| COMPETENCY REQUIREMENTS OF THE POST | | |
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| No | Category | Competency |
| 1. | Core Professional Competencies | Planning, Organisational Awareness & Attention to Detail |
| 2. | Functional Competencies | Design, Project Management, Construction & Operations, and Maintenance |
| 3. | Public Service Orientation Competencies | Interpersonal Relationships, Communication & Service Delivery Orientation |
| 4. | Personal Competencies | Action and outcome orientation; Resilience; Change readiness; Cognitive ability; Learning orientation & Accountability and ethical conduct |
| 5. | Management / Leadership Competencies | Impact and Influence; Team Orientation; Direction Setting & Coaching and Mentoring |

Duties:

- Communicate the vision and mission of the Directorate to subordinate personnel
- Devise and implement new operating and functional policies enforced in the area of jurisdiction

- Implement communication plans to ensure clear strategic communication throughout the Division
- Ensure that the Division's key performance areas are well defined and communicated
- Manage and assist the Head of Departments to achieve set objectives
- Manage and monitor the implementation of procedures and systems associated with legal and statutory requirements
- Manage the operational activities of the subsections to keep the electro-technical network in a safe state
- Manage the implementation and adherence to safety regulations regarding the personal safety of personnel (protective clothing and equipment, condition of materials, tools, transport, lifting cranes, and related equipment), before the commencement of work
- Manage and control the drafting, compilation, and updating of master planning for the Electrical Distribution and Client Services
- Short, medium, and long-term strategic planning for the provision of infrastructure
- Determine consumer patterns and compile future demand patterns in line with the Spatial Development Framework and the IDP
- Manage the formulation of specific contracts, tender documents, and control contractual obligations
- Guiding, drafting, adjudicating, and reporting on processes with regard to contracts and tenders
- Verify details, terms and conditions, and specifications, and establish that it conforms to laid down policies, regulations, and procedures
- Calculate and project budgetary requirements and financial implications of projects and operational activities
- Compile capital expenditure requirements and programs
- Apply financial management and control measures in accordance with Council Policy and legislative requirements
- Manage and control the drafting of the annual departmental capital and operational budget
- Monitor the attendance, leave, and operational readiness of personnel in the Division
- Schedule, distribute, and verify the daily responsibilities of personnel
- Conduct regular meetings with personnel to communicate work-related matters and ensure efficient service to the public
- Identify training needs and arrange for applicable training to be provided to relevant personnel
- Direct and control the key performance indicators and outcomes of personnel within the Division of Distribution and Client Services
- Define and adjust the role boundaries, workflow processes, and job design against laid-down service delivery requirements.
- Determine staffing levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements
- Conduct appraisals to measure performance against agreed objectives, counselling, and consulting with personnel on developmental goals, career paths, and short-term targets and standards.
- Disseminate functional and operational information on the immediate, short, and long-term objectives and current developments, problems, and constraints
- Implement sequences associated with establishing databases reflective of capital, rehabilitation, and special maintenance projects relating to electricity reticulation.
- Respond through the collection of factual information and conduct the necessary investigation and research
- Address inquiries and concerns on service delivery from the general public, Councillors, Government Departments, and Developers
- Manage and control the activities of the Electrical Network and the Electrotechnical Service division.
- Determine operational and procedural policy for the Division and implement procedures in order to ensure the proper functioning of the Division
- Manage and oversee the development and implementation of operational plans of the Division
- Evaluate work procedures and make adjustments to ensure effective utilization of resources
- Manage all administrative and reporting procedures associated with key performance and result indicators of the Division
- Participate in various meetings (Portfolio Committee, internal and external Forums) and provide advice, comments, and opinions on matters affecting or concerning the functionality of the Division

Basic Salary R 964 457,86 per annum (Post level T18 of a Grade 4 Municipality)

(Benefits to be added: Pension fund, Medical Aid, 13th cheque, and Car allowance)

Interested candidates must complete an official application form, which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Human Resource Manager, PO Box 44, Ceres, 6835 or Fax to 023 – 3161877 or E-mail to: admin@witzenberg.gov.za. For further inquiries, you may contact Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854. Please ensure that no original copies are submitted, as application forms will not be returned upon request. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 15 AUGUST 2025 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designation groups to apply (in terms of the Employment Equity Act)