



Suitably qualified persons are invited to apply for appointment in the following positions

## **1. COMMUNITY & SOCIAL DEVELOPMENT**

### **1.1 GENERAL MANAGER: PARKS & CEMETRIES**

#### **REQUIREMENTS:**

Bachelor Degree or National Diploma (M+3) in Horticulture or Nature Conservation or equivalent.

#### **EXPERIENCE:**

3 - 4 years experience at management level. Financial Management skills, Communication skills, Computer Literacy and Report Writing, Strategic Planning and Sound Labour Knowledge.

#### **CORE DESCRIPTION:**

The General Manager: Parks & Cemeteries reports to the Executive Director: Community & Social Development and is to Lead and manage staff to ensure that an efficient and effective service is rendered to the Municipality's customers and shall be responsible for the following functions:

- Strategic Management and Development of staff in the sub-directorate which includes Natural Resource Management, Parks, Cemeteries, Tempe Airport and Administration.
- Financial Management (compilation, monitoring and control of the sub-directorate's budget so that capital, expenditure and income are in line with the Municipality's requirements) (as above).
- Responsible for the review of performance of the sub-directorate's core function in order to measure performance against key performance indicators of the services score cards contained in the IDP. (Performance Management).
- Responsible for the discipline within the sub-directorate.
- Responsible for the correct utilization and safety of Council assets.
- Monthly and annually reporting of the sub-directorate's activities (achievements and challenges).
- Development of the sub-directorates policies and interpretation thereof.
- Creation of a conducive environment for community participation within the sub-directorate.
- Linking community needs to the budget process (for the sub-directorate) within the IDP framework.
- Establishment of good labour framework.
- Establishment of good labour relations.
- Responsible for the sub-directorate's transformation, affirmative procurement and support.

#### **SALARY GRADE:**

A competitive remuneration package.

The closing date in respect of all positions will be **30 January 2009**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**GM: Human Resource Management**

**P.O. Box 3704**

**BLOEMFONTEIN**

**9300**

**Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@civic.mangaung.co.za](mailto:employ@civic.mangaung.co.za)**

**We thank all applicants for their interest**